DOCUMENT RESUME

ED 231 724 SO 014 897

AUTHOR Hayden, Ellen T.
TITLE Parliamentary Procedure Made Easy.
INSTITUTION South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE Jul 83
NOTE 114p.
PUB TYPE Guides - Classroom Use - Guides (For Teachers) (052)

EDRS PRICE MF01/PC05 Plus Postage.
DESCRIPTORS Learning Activities; *Parliamentary Procedures; Secondary Education; *Student Government; *Student Organizations; *Student Participation; Units of Study

ABSTRACT

Based on the newly revised "Robert's Rules of Order," these self-contained learning activities will help students successfully and actively participate in school, social, civic, political, or professional organizations. There are 13 lessons. Topics studied include the what, why, and history of parliamentary procedure; characteristics of the ideal presiding officer; responsibilities of ideal members; order of business; classification and rank of motions; main motion; motions to amend main motion, to refer to committee, to appeal, and to adjourn; and nominations and elections. The activities are many and varied and involve students in writing an essay on and drawing a poster tracing the history of parliamentary procedure, completing crossword puzzles, role playing, answering true-false questions, conducting a practice election, and participating in classroom discussions. Provided for each lesson are objectives, a list of resources needed, activities, and evaluation procedures. All student handouts and transparencies are included. A glossary of terms is also provided. (RM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

X Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED231724

Parliamentary Procedure made Easy

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

E.L. Knight

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

July, 1983

SO 014897

SOUTH CAROLINA DEPARTMENT OF EDUCATION

Dr. Charlie G. Williams, State Superintendent of Education

Division of Instruction
Sidney B. Cooper, Deputy Superintendent

Office of Vocational Education
Dr. Moody M. Oswald, Jr., Director

Vocational Curriculum Development Section
Dr. Robert T. Benson, Chief Supervisor

South Carolina Department of Education: An Equal Opportunity Agency
Columbia, South Carolina 29201

This publication was prepared by a committee of local school district personnel under the auspices of the Office of Vocational Education.

Linda Hawkins, Chairperson
Lake City High School
Lake City, SC

Gordon Chipukites
Colleton Area Vocational Center
Walterboro, SC

Gerald Moore
Dorman High School
Spartanburg, SC

with assistance from
Timothy Coffey, State Supervisor, Marketing and Distributive Education
Andrea Kelly, State Supervisor, Business Education

Development directed
by
Ellen T. Hayden, Curriculum Designer

Patricia Kinsey, Editor
Barbara A. Richardson, Typist

TABLE OF CONTENTS

Introduction 1

Parliamentary Procedure--What and Why 2

History of Parliamentary Procedure 6

Need for Parliamentary Procedure 11

Characteristics of the Ideal Presiding Officer 17

Responsibilities of Ideal Members 28

Order of Business 37

Classification and Rank of Motions 42

Main Motion 47

Motion To Amend Main Motion 51

Motion To Refer to Committee 57

Motion to Appeal 62

Motion to Adjourn 67

Nominations and Elections 73

Glossary 78

Masters for Transparencies 83

INTRODUCTION

Any student organization that wishes to be effective must adopt a set of rules and regulations concerning its manner of operations. These rules are referred to as the rules of parliamentary procedure. In order to prevent disagreement or a lack of understanding concerning these rules, every member of an organization needs to acquire a basic knowledge of parliamentary procedure.

Teaching parliamentary procedure is an important part of any curriculum and ensures a student's success in his/her participation in school, social, civic, political, and professional organizations. Hence, the purpose of this instructor's manual is:

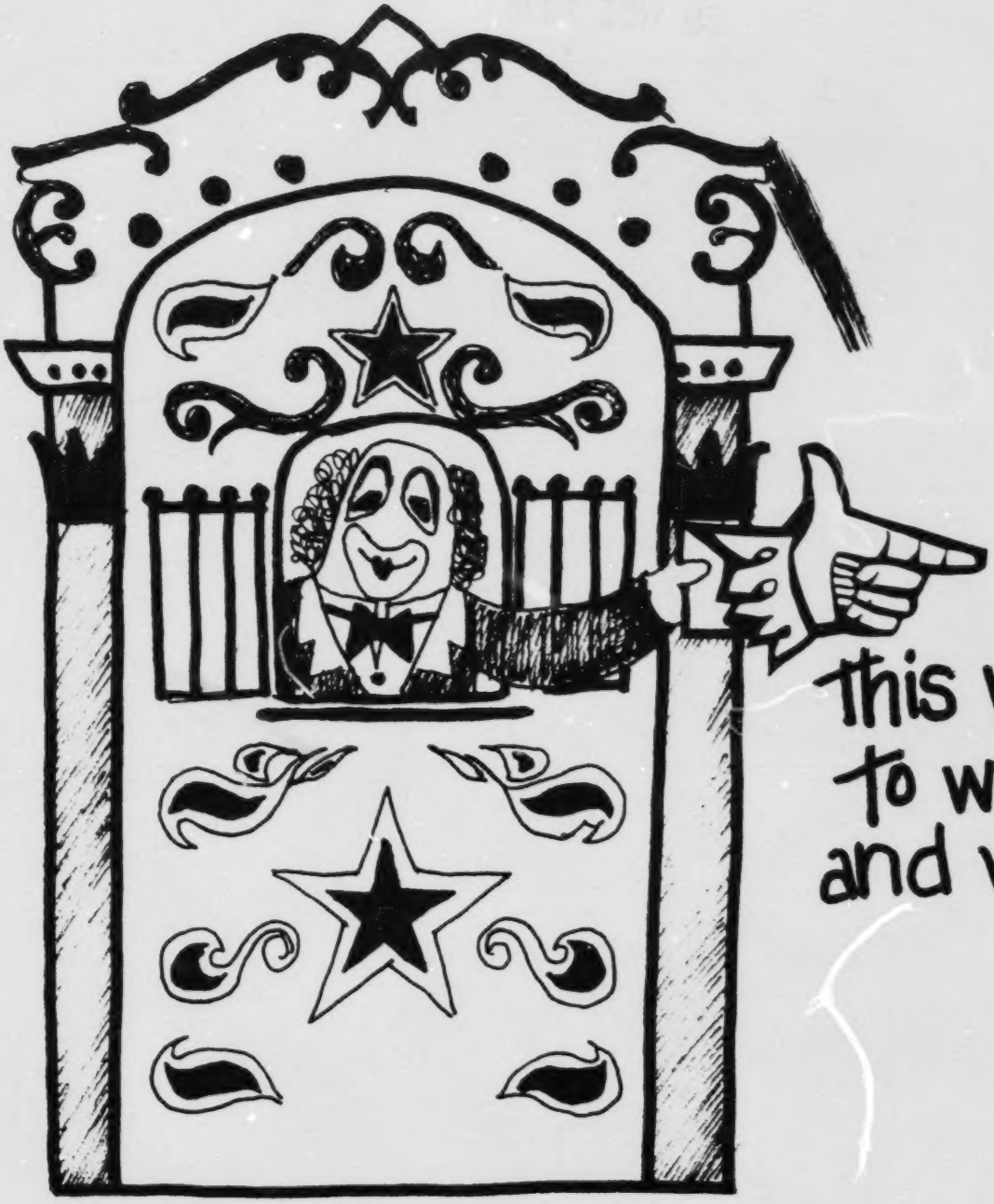
- To define parliamentary procedure
- To define the responsibilities of officers and members
- To explain the basic types of motions
- To explain the voting procedures on motions
- To explain the nomination and election procedures

This instructional material can serve as both a classroom unit and an instructional activity within the various student vocational education organizations.

The manual, based on **Robert's Rules of Order (Newly Revised)**, is divided into thirteen lessons. Accompanying each lesson are stated objectives, resources needed, student handouts, tests, answer keys, etc. All teacher materials are printed on white paper while the Student Handouts (including tests) are printed on blue paper. New terms, presented for the first time, are printed in bold print and included in the glossary.

Transparencies for each lesson are identified by labels and are included in a separate section at the end of the manual. Transparencies may be used for purposes of instruction as well as evaluation.

After studying **Parliamentary Procedure Made Easy**, the student should have sufficient knowledge to enable him/her to be an active, participating member of any student organization.



this way
to what
and why

Lesson 1

PARLIAMENTARY PROCEDURE--WHAT AND WHY

Parliamentary Concept

Parliamentary procedure is a time-tested, fair and efficient way to reach group decisions.

Objectives

1. Students will be able to define the term parliamentary procedure.
2. Students will be able to explain, orally or in writing, the importance of parliamentary procedure in conducting meetings.

Resources Needed

1. Overhead projector and screen
2. TP #1 (Parliamentary Procedure Defined)
3. TP #2 (Parliamentary Procedure Must Be)
4. Pages 2 and 3 of Lesson 1

Learning Activities

1. Using pages 2 and 3 of Lesson 1 as your resource material, discuss with the students:
   a. The importance of parliamentary procedure.
   b. The problems created by not using parliamentary procedure.
2. Role-play a meeting, taking notes of infractions that occur; or if available, video-tape a meeting.

Evaluation

1. Have students to write a 100-word essay on "What Is Parliamentary Procedure and Why I Should Study It." Inclusion of the definition and the 4 common characteristics should demonstrate the students' understanding of the material covered.
2. Have students to list and define the 4 characteristics of parliamentary procedure.

Lesson 1

PARLIAMENTARY PROCEDURE--WHAT AND WHY

Most youth and adults participate in organizations which employ some common rules and regulations to develop and carry out action. In order for this participation to be done in a systematic and democratic way, some method or procedure which is understood by the group must be followed. **PARLIAMENTARY PROCEDURE** provides the means for those organizations to translate their members' ideas into effective group actions.

But what is parliamentary procedure?

According to **Robert's Rules of Order (Newly Revised)**, the term refers to "parliamentary law as it is followed in any given assembly or organization, together with whatever rules of order the body may have adopted." (TP #1) In simple terms, parliamentary procedure is a set of rules for conduct at meetings.

In order to accomplish efficiently their vocational, social, civic, and leardership responsibilities, all organizations must have certain characteristics in common. Those characteristics are: (TP #2)

1. They must be **purposeful** in nature. Through a constitution and bylaws, objectives are set so that common goals may be reached.

2. They must be **democratic** in action. The rights and privileges of all members must be protected.

3. They must be **active** in working toward common goals and objectives.

4. They must **observe** some form of **parliamentary procedure.** In order to have well-conducted meetings with wide participation, parliamentary procedure is a necessity.

Because parliamentary procedure is a time-tested, fair, and efficient method of conducting business, it can be adapted to fit the meetings held by any organization-from the Congress of the United States to local student organizations.

Why should you, then, need to study parliamentary procedure?

Sooner or later it seems to happen to almost everyone--business persons, housekeepers, mechanics, farmers, truck drivers, nurses, and you! They're holding a meeting! And you're in charge! You may have brought it upon yourself; you may have earned it. Your friends or neighbors may have elected you to it; or you may have had it thrust upon you. Regardless of the reason, the odds are in favor of your being called upon to take **THE CHAIR** at some point in your life.

Have you ever wondered why some meetings last for several hours when the business could have been handled effectively in less than half that time, or why it

seems that certain people **always** do the talking? Many times the reason for prolonged meetings or lack of participation on the part of some members is that people do not have the knowledge or confidence to initiate the necessary motions of action. Thus, it is necessary for members, as well as presiding officers of an organization, to possess parliamentary abilities.

Ability in parliamentary procedure cannot be developed by reading alone. The development of these abilities requires practice as well as study. This instructional unit will serve as a guide to help you develop elementary parliamentary abilities. It is hoped that every student will acquire reasonable proficiency in the use of the most common forms of parliamentary procedure through study and practice of the activities set forth in this material.

History of Parliamentary Procedure

Lesson 2

HISTORY OF PARLIAMENTARY PROCEDURE

Parliamentary Concept

Today's standard rules of parliamentary procedure have been developed throughout history and are a result of experience in using these rules.

Objectives

1. Students will be able to outline briefly, orally or in writing, the history of parliamentary procedure.
2. Students will be able to identify the most frequently used parliamentary authority.

Resources Needed

1. Overhead projector and screen
2. TP #3 (English Parliament)
3. TP #4 (English Settlers)
4. TP #5 **Robert's Rules of Order (Newly Revised)**
5. Desk copy of **Robert's Rules of Order (Newly Revised)**
6. Pages 2 and 3 of Lesson 2
7. Copies of Student Handout for each student

Learning Activities

1. Using pages 2 and 3 of Lesson 2 as your resource material, discuss with the class:
   a. The history of parliamentary procedure.
   b. The definition of precedent and its application.
   c. The development of parliamentary law in the United States.
   d. Major Henry M. Robert's role in bringing about uniformity in parliamentary practices.

Evaluation

1. Have the students to review the Student Handout. A minimum of 70% accuracy in completing this fill-in-the-blank test should demonstrate the student's understanding of the information covered.

Follow-Up Activities

1. Have the students to prepare a 100-word eassay on "Major Henry M. Robert" or on the "History of Parliamentary Procedure."
2. Have the students to draw posters tracing the history of parliamentary procedure.

Lesson 2

HISTORY OF PARLIAMENTARY PROCEDURE

Parliamentary process has a long history dating back to the Anglo-Saxon tribes in the fifth century A.D. The term **PARLIAMENT** came about during the thirteenth and early fourteenth centuries and was used to describe any important meeting held for the purpose of discussion.

Many advances in the parliamentary system occurred from the latter part of the sixteenth century through the seventeenth century. Prolonged internal conflict in the English Parliament stimulated an increased interest in **PARLIAMENTRY LAW**, especially in the House of Commons. The clerk of the House, on his own initiative in 1547, undertook to write the **Journal of the House of Commons.** This document became the first source for the establishment of **PRECEDENT** on matters of procedure. (TP #3)

When English colonies were established in the Western Hemisphere, English settlers brought along the parliamentary processes they had known in the old country. These colonists transplanted the rules and customs of Parliament to their new colonies and adapted the rules and customs to meet the individual situation within each colony. Thus, each colony acquired the beginning of a body of experience which would lead to the framing of state constitutions, the Declaration of Independence, and finally, the Constitution of the United States. (TP #4)

The parliamentary system of the United States, however, through the formation of political, cultural, scientific, charitable, and religious societies of various kinds, possessed no uniformity. Several authors, such as Thomas Jefferson and Luther S. Cushing, attempted to interpret parliamentary rules and to offer a basic pattern of uniform rules for all assemblies. It was not until 1876, however, when Major Henry Martyn Robert published his manual, **Robert's Rules of Order,** that a uniform set of parliamentry rules was available. Thus, Robert was a key figure in bringing about uniformity to the parliamentary law of the United States.

From the original **Pocket Manual of Rules of Order for Deliberative Assemblies** to **Robert's Rules of Order (Newly Revised),** the system of parliamentary procedure has been standardized and authoritatively established. **Robert's Rules of Order** is the most frequently adopted standard of parliamentary authority now in use. (TP #5)

Lesson 2

ANSWERS TO QUESTIONS ON THE HISTORY OF PARLIAMENTARY PROCEDURE

1. Anglo-Saxon
2. Parliament
3. Parliamentary Law
4. Precedent
5. English
6. Uniformity
7. Henry M. Robert
8. **Robert's Rules of Order**

QUESTIONS ON THE HISTORY OF PARLIAMENTARY PROCEDURE

1. The history of parliamentary procedure dates back to the _____ tribes in the fifth century A.D.

2. The term, _____, was used to describe any important meeting held for the purpose of discussion.

3. Conflict in the English Parliament stimulated an interest in _____ _____ .

4. The Journal of the House of Commons was the first source of _____ on matters of procedure.

5. _____ settlers brought the parliamentary process to America.

6. The problem with the parliamentary system in early American times was that it lacked _____.

7. The first uniform set of parliamentary rules was published by _____.

8. _____ is the most frequently adopted standard of parliamentary authority now in use.

Need for Parliamentary Procedure

Lesson 3

NEED FOR PARLIAMENTARY PROCEDURE

Parliamentary Concept

Parliamentary procedure provides a means by which any organization, with due regard for every member's opinion, can achieve its goals systematically and democratically.

Objectives

1. Students will be able to explain, orally or in writing, the reason that any organization needs to observe the rules of parliamentary procedure.
2. Students will be able to list the six basic principles of parliamentary procedure.

Resources Needed

1. Overhead projector and screen
2. TP #6 (Basic Principles of Parliamentary Process)
3. Pages 2 and 3 of Lesson 3
4. Copies of Student Handout for each student

Learning Activities

1. Using pages 2 and 3 of Lesson 3 as your resource material, discuss with the class the importance of each of the six basic principles of parliamentary process.
2. Direct the students in role-playing basic principles of parliamentary procedure.

Evaluation

1. Have the students to list the six basic principles of parliamentary process. A minimum of 70% accuracy in listing the basic principles should demonstrate the student's mastery of this material.

Follow-Up Activities

1. Have the students to complete the Student Handout.

Lesson 3

NEED FOR PARLIAMENTARY PROCEDURE

"Why do I need parliamentary procedure? I'm not going to be conducting a meeting!"

Have you ever made that statement-either aloud or to yourself? Probably, all of us have at one time or another. And yet, all of us possess the need to belong. We want to be a part of our school and community, and that may mean joining a school, business, social, civic, fraternal or other type of organization. Wherever organizations exist, there must be rules to govern them. Parliamentary procedure provides a means by which any organization can achieve its goals systematically and demoncratically.

The object of having rules is to help a group in its efforts to arrive fairly and carefully at joint decisions regarding questions placed before it. The proper use of parliamentary procedure allows everyone to be heard and to make decisions. No one can dominate a meeting, and business can be conducted without wasting time or effort. In short, meetings can be conducted efficiently-without confusion, wasted time, and wasted effort-and democratically-with equal rights, privileges, and responsibilities for all members.

To be efficient and democratic, the membership of any organization should follow several basic principles. (TP #6)

1. **Courtesy and Justice to All** - This principle means that the individual members have a responsibility toward every other member of the organization. This responsibility includes addressing and speaking on a non-personal basis, using civil language, speaking through the Chair rather than directly to another member, and allowing every member an equal opportunity to share in the deliberation of the group.

2. **The Wishes of the Majority Must Be Followed** - Although each member of an organization has an equal right to voice opposition or approval of questions under consideration, members must agree to all decisions reached by the **MAJORITY VOTE.** Democratically, the course of action for any group will be determined by the will of a simple majority.

3. **The Rights of the Minority Must Be Protected** - Every member has the right to speak, oppose, persuade, and present proposals to an assembly. The same respect and consideration should be given to those in the minority as to every member.

4. **The Rights of Individual Members Must Be Established** - All members have equal rights and privileges to nominate, be nominated, question, discuss, vote, and propose a motion. In addition, members are obligated to an equal share of the responsibilities.

5. **The Rights of Absentees Should Be Protected** - Certain actions-for example, amendment to the bylaws-require previous notice. In this manner, a member may not be taken advantage of due to absence.

6. **Only One Motion at a Time May Be Entertained** - In order to transact business expediently and harmoniously, one item of business should be considered and disposed of in some manner before another is taken up.

Adherence to the basic principles of parliamentery procedure should eliminate disorder and dissension within an organzation and should facilitate the transaction of business, maintain order, protect the rights of all members, and achieve the desired goals and objectives of the group.

So, why do you need parliamentary procedure? Because a working knowledge of parliamentary procedure can be interesting and fun. It's the best way to accomplish business at meetings, and it **works** if it is used correctly.

SOLUTION TO CRYPTOQUIZ

A = W, B = N, C = Y, D = K, E = J, F = R, G = S, H = D, I = Q, J = P, K = L, L = O, M = U, N = C, O = Z, P = G, Q = V, R = F, S = H, T = B, U = E, V = I, W = M, X = T, Y = X, Z = A.

1. Only one motion at a time entertained
2. Courtesy and justice to all
3. Rights of absentees protected
4. Wishes of the majority followed
5. Rights of individual members established
6. Rights of the minority protected

CRYPTOQUIZ ON PARLIAMENTARY PROCEDURE

A cryptoquiz is a list of related words put into a simple code. You can spot familiar words by their "pattern" of repeated or double letters, and you can solve the rest if you remember that if G stands for M in one word, it will be the same throughout the list.

Using the above information, see if you can solve the cryptoquiz concerning the Need for Parliamentary Procedure.

ZCOX ZCJ UZBQZC WB W БQUJ JCBJFBWQCJK

YZEFBJHX WCK PEHBQYJ BZ WOO

FQSDBH ZR WNHJCBJJH GFZBJYBJK

MQHDJH ZR BDJ UWPZFQBX RZOOZMJK

FQSDBH ZR QCKQIQKEWO UJUNJFH JHBWNOQHDJK

FQSDBH ZR BDJ UQCZFQBX GFZBJYBJK

Ideal
Presiding
Officer

CHARACTERISTICS OF THE IDEAL PRESIDING OFFICER

Parliamentary Concept

An ideal presiding officer manifests certain characteristics which are the key to effective group leadership.

Objectives

1. Students will be able to identify the qualification of the ideal presiding officer.
2. Students will be able to identify the duties of the presiding officer.
3. Students will be able to list the actions the presiding officer may **not** do while occupying the Chair.
4. Students will be able to describe the procedure that takes place when the presiding officer vacates the Chair.
5. Students will be able to discuss the importance of the gavel and when it is used.

Resources Needed

1. Overhead projector and screen
2. Gavel and block
3. Podium (or desk)
4. TP #7 (The Ideal Presiding Officer)
5. TP #8 (Duties of the Presiding Officer)
6. TP #9 (While Occupying the Chair)
7. TP #10 (The Gavel)
8. Pencil and paper for presiding officer
9. Pages 3, 4, 5, and 6 of Lesson 4
10. Copies of Student Handouts 1, 2, and 3 for each student

Learning Activities

1. Using pages 3-6 of Lesson 4 as your resource material, discuss with the class:
   a. The characteristics exemplified by the ideal presiding officer.
   b. The duties of the presiding officer and the importance of each duty.
2. Have the students to complete the mini-crossword puzzle on what the presiding officer can **not** do while occupying the Chair.
3. Role-play with students the proper procedure for vacating the Chair.
4. Have the students to use the gavel to demonstrate when and how it is used.

Evaluation

1. Have the students to complete the matching exercise on the qualifications of the ideal presiding officer. A minimum of 70% should demonstrate mastery.
2. Have the students to complete the true-false test on the duties of the presiding officer. A minimum of 70% accuracy should demonstrate mastery.
3. Require each student to demonstrate the proper use of the gavel.

Lesson 4

CHARACTERISTICS OF THE IDEAL PRESIDING OFFICER

The need for good leadership is as evident today as it was when our country began. We have had some exceptional leaders in our schools, communities, and nations; but we always have need for new leaders. Americas's future success depends largely upon the quality of leaders she possesses. By studying and practicing good parliamentary procedure, you will develop certain of the qualities necessary to be a good leader.

With these thoughts in mind, let's consider the qualifications of the idea **PRESIDING OFFICER.** He/she should: (TP #7)

1. **Manifest poise** - posture is erect, makes eye contact with the audience, and reveals calm mastery of the situation without uttering a single word.

2. **Possess a strong, clear voice** - commands and receives respectful attention through pitch and projection.

3. **Be reasonably deliberate** - does not conduct business hastily or abruptly.

4. **Manifest mastery of the accepted rules of parliamentary procedure** - possesses knowledge adequate to direct the business in an exact and proper manner.

5. **Possess good judgment** - meets each situation thoughtfully and seriously.

6. **Be fair** - allows members of both sides equality in recognition, in time allowance, and in rulings.

7. **Be tactful** - secures the goals which address the greatest good of the organization without incurring the ill will of any member or group.

The qualities previously listed are personal; therefore, they are quite attainable. It you don't possess them all, then begin now working to achieve them.

By definition, the presiding officer is the person who conducts the meeting and sees that the rules are observed. The presiding officer should be placed so that even when seated he/she can see, and be seen by, the entire audience. The presiding officer's official place or station is called "the Chair." During meetings, whoever is presiding is referred to as "the Chair." Ordinarily, the presiding officer is called the President or Chairperson. The presiding officer is addressed by the title belonging to the office-such as, "Mr. (or Madam) Chairperson or Mr. (or Madam) President."

The principal duties of the presiding officer of an assembly are: (TP #8)

1. To open the meeting at the appointed time by taking the Chair and calling the meeting to order, having ascertained that a **QUORUM** is present.

2. To announce in proper sequence the business that comes before the assembly.

3. To recognize members who are entitled to the floor.

4. To stand and put to vote all questions that legitimately come before the assembly as motions and to announce the result of each vote; or, if a motion that is not in order is made, to rule it **OUT OF ORDER.**

5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.

6. To enforce the rules relating to debate, to order, and to decorum within the assembly.

7. To expedite business in every way compatible with the rights of the members.

8. To decide all questions of order, subject to appeal.

9. To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.

10. To authenticate by his/her signature, when necessary, all acts, orders, and proceedings of the assembly.

11. To declare the meeting adjourned when the assembly so votes, at the time prescribed, or at any time affecting the safety of those present.

In addition to the above duties, the presiding officer must remember that while occupying the Chair he/she: (TP #9)

1. **May not** make a motion.
2. **May not** second a motion.
3. **May not** discuss a motion.
4. **May not** nominate candidates.

The presiding officer speaks of him/herself only in the third person-that is he/she never uses the personal pronoun "I." During a meeting, he/she is always referred to as "the Chair." The presiding officer always has the right to vote, but does not usually do so except when the vote is by **BALLOT** or roll call, or in the case of a tie.

If it is necessary for the presiding officer to vacate the Chair during a meeting, or if he/she is absent, the vice-president normally takes the Chair. The presiding officer who wishes to vacate the Chair during a meeting passses the **GAVEL** by extending the handle to the vice-president (or other officer) as a signal that he/she is relinquishing the Chair to another officer.

The presiding officer's recognized symbol of authority is the gavel. (TP #10). The gavel remains at rest until it is needed and is usually accompanied by a block in order not to damage the table or desk. Normally, the presiding officer uses a single rap of the gavel to call the assembly to order, to indicate completion of a vote, and to signal adjournment. Several light raps of the gaval may also be used

to preserve order or to insist upon satisfactory order before continuing with a meeting.

The presiding officer is always empowered with control over the assembly and should maintain a position of impartiality and authority.

Lesson 4

SOLUTION TO MATCHING QUIZ ON THE IDEAL PRESIDING OFFICER

3

5

1

7

2

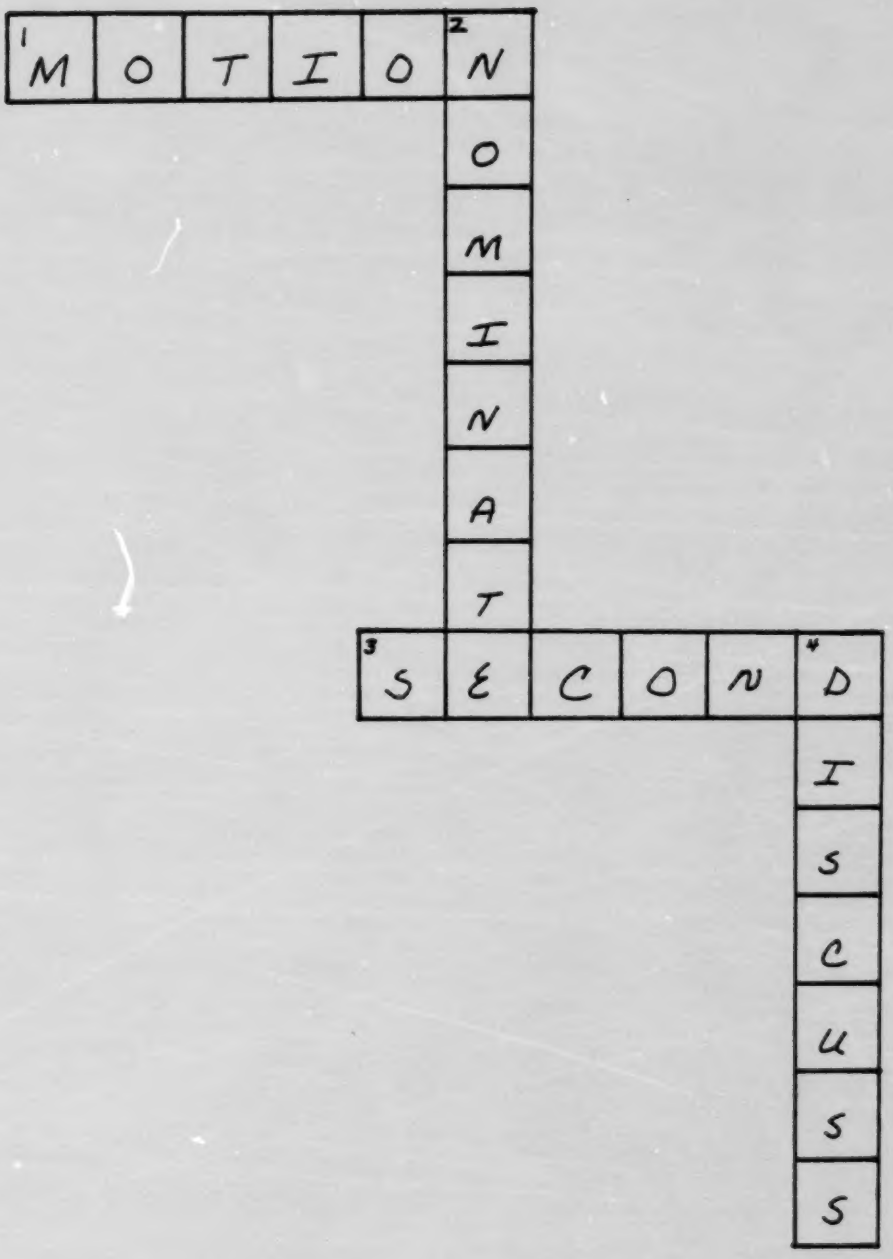
4

6

SOLUTION TO TRUE-FALSE TEST ON DUTIES OF THE PRESIDING OFFICER

1. T
2. F
3. T
4. F
5. F
6. T
7. T
8. T
9. F
10. F
11. T

SOLUTION TO MINI-CROSSWORD PUZZLE



THE IDEAL PRESIDING OFFICER

Match the term on the left to the correct explanation on the right by placing the number of the term before the correct explanation.

1. Manifests poise	____ A. Conducts business without delay
2. Possesses a strong, clear voice	____ B. Meets situations seriously and thoughtfully
3. Is reasonably deliberate	____ C. Good posture, eye-contact, and calm manner
4. Manifests mastery of rules of parliamentary procedure	____ D. Maintains good will of all members
5. Possesses good judgment	____ E. Good pitch and projection
6. Is fair	____ F. Adequate knowledge to direct business properly
7. Is tactful	____ G. Both sides get the same treatment

DUTIES OF THE PRESIDING OFFICER

Answer the following true-false questions by placing a T before the sentence if it is true, and an F if the sentence, or any part of it, is false.

____ 1. Opens the meetings on time.

____ 2. Recognizes members not entitled to the floor.

____ 3. Protects the assembly from frivolous motions by refusing to recognize them.

____ 4. Speeds up business without regard to the rights of the members.

____ 5. Ignores the inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.

____ 6. Declares the meeting adjourned at the appropriate time.

____ 7. Announces in proper sequence the business before the assembly.

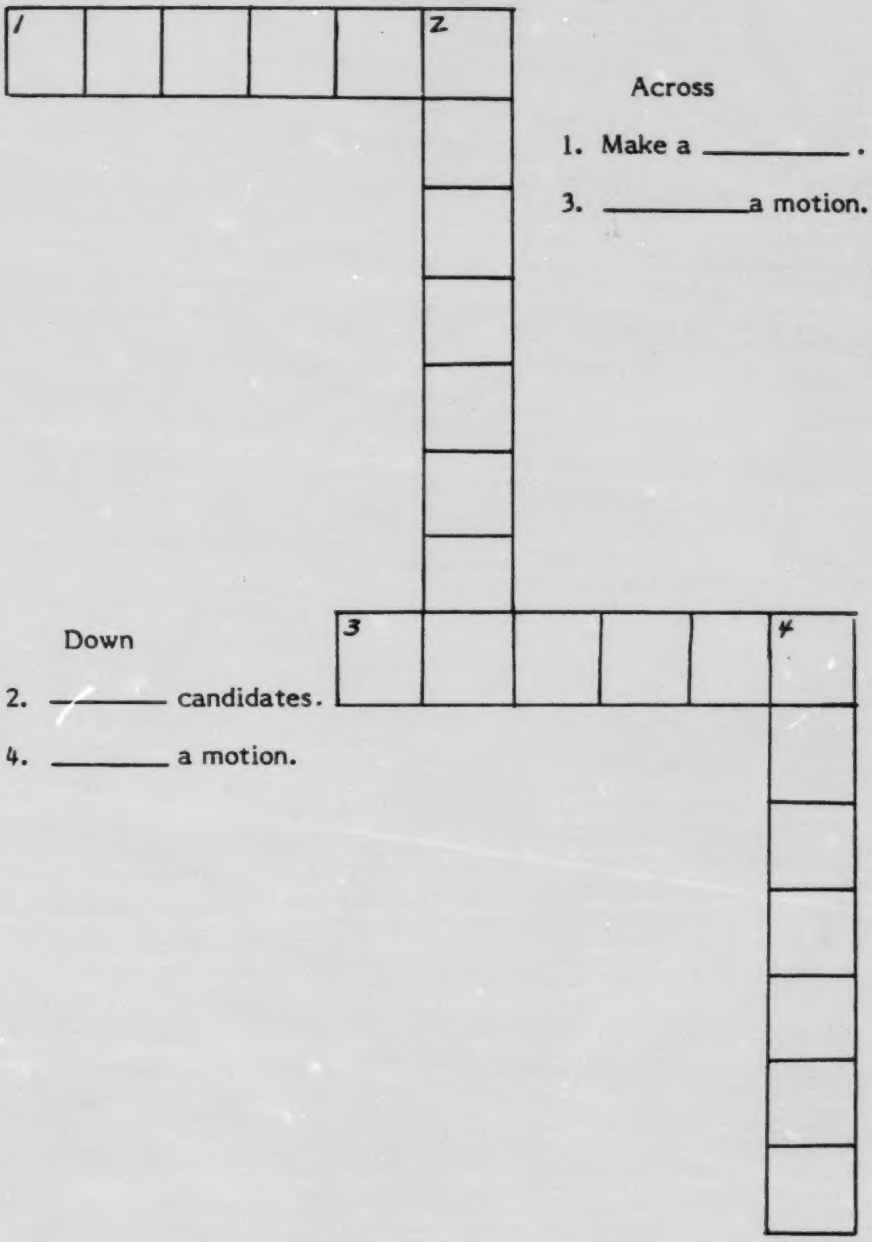
____ 8. Stands and puts to vote all legitimate motions, announces the result of each vote, and rules inappropriate motions out of order.

____ 9. Allows debate to go on and on with one member taking more than the allotted time to speak.

____ 10. Refuses to sign any acts, orders, or proceedings of the assembly.

____ 11. Decides on all questions of order, subject to appeal.

THE PRESIDING OFFICER, WHILE OCCUPYING THE CHAIR, MAY NOT:



Across

1. Make a _____.
3. _____a motion.

Down

2. _____ candidates.
4. _____ a motion.

Responsibilities of Ideal Members

Lesson 5

RESPONSIBILITIES OF IDEAL MEMBERS

Parliamentary Concept

Members of any organization have certain rights as well as certain responsibilities.

Objectives

1. Students will be able to define the terms deliberative assembly, majority vote, quorum, two-thirds vote, motion, and debate.
2. Students will be able to describe, orally or in writing, the procedure by which a member obtains the floor and presents a motion to the assembly.
3. Students will be able to identify the basic rules regarding debate of an issue.
4. Students will be able to describe, orally or in writing, and demonstrate what is meant by "Putting the Question."

Resources Needed

1. Overhead projector and screen
2. Gavel and block
3. Podium (or desk)
4. TP #11 (Terms)
5. TP #12 (Obtaining the Floor and Presenting a Motion)
6. TP #13 (Basic Rules of Debate)
7. Pencil and paper for presiding officer
8. Pages 2, 3, and 4 of Lesson 5
9. Copies of Student Handouts 1 and 2 for each student
10. Copies of Evaluation Sheet for each student

Learning Activities

1. Using pages 2-4 of Lesson 5 as your resource material, discuss with the class:
   a. The definitions, importance, and use of specific terms.
   b. The basic rules of debate and why they must be observed.
2. Students will demonstrate the procedure for obtaining the floor and presenting a motion by taking turns acting as the Chair.
3. Students will demonstrate the procedure for putting the question by taking turns acting as the Chair.

Evaluation

1. Have student to demonstrate the proper procedure for obtaining the floor, presenting a motion, and putting the question. Use Evaluation Sheet to grade student's performance.
2. Have students to complete, with at least 70% accuracy, the fill-in-the-blank test on terms.
3. Have students to complete the word find puzzle on parliamentary procedure terms.

Lesson 5

RESPONSIBILITIES OF IDEAL MEMBERS

Not only is parliamentary procedure necessary for the presiding officer of a **DELIBERATIVE ASSEMBLY**, but also for the effective, participating member.

A deliberative assembly is an independent group of people meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group. Parliamentary law usually applies to a deliberative assembly. The **ASSEMBLY** is the body of people while the **MEETING** is the event of their being assembled to transact business.

A **MEMBER**, then, is a person having the right to full participation in the proceedings of an assembly, i.e., to make motions, to speak in **DEBATE** on them, and to vote.

The duties of every member of an organization are to assist in maintaining order and to participate. A member should take the tasks assigned to him/her cheerfully; be familiar with the rules of parliamentary procedure; and consider it his/her duty as well as privilege to vote on all questions.

The basic principle of decision in a deliberative assembly is that a proposition must be adopted by a majority vote; that is, direct approval must be registered by more than half of the members present and voting on the particular matter, in a regular or properly called meeting at which the necessary minimum number of members, known as the quorum, is present. When a decision is to be based on more than a majority, the requirement is usually a **TWO-THIRDS VOTE:** that is, the expressed approval of at least two-thirds of those present and voting.

But how do members get their say? They make motions!

A **MOTION** is a formal proposal by a member, in a meeting, that the assembly take certain action. Simply stated, a motion is business brought before an assembly by a member. The types and classes of motions will be discussed later. (TP #11)

Before a member in an assembly can make a motion or speak in debate-the parliamentary name given to any form of discussion of the merits of a motion, he/she must **OBTAIN THE FLOOR**; that is be **RECOGNIZED** by the Chair as having the exclusive right to be heard at that time. The Chair must recognize any member who seeks the floor while entitled to it.

To claim the floor, a member rises at his/her place or goes to a microphone, faces the Chair, and says, "Mr. (or Madam) President," or "Chairperson," or whatever else is the Chair's proper title. If the Chair recognizes the member-normally by announcing the person's name or title--this member then has the floor and can remain standing and speak. When the names of the members are not known, a person addressing the Chair should state his/her name as soon as the presiding officer turns toward him/her. When the member finishes speaking, he/she **YIELDS**, the floor by resuming his/her seat. Generally, it is out of order to rise or be standing while another person has the floor.

After a motion is made by a member, another member **SECONDS** the motion. This gesture merely implies that the seconder agrees that the motion should come before the assembly and not necessarily that he/she favors the motion. (If there is no second, the motion will not be considered.) The Chair will then place the motion before the assembly by **STATING THE QUESTION**; that is, the Chair states the exact motion and indicates that it is open to debate. The Chair will say, "It is moved and seconded that we ...." After this action occurs, the motion is **PENDING** which means it is open to debate (if debatable). (TP #12)

The member who made the motion has the right to speak first in debate, if he/she wishes, after the Chair has stated the question. All comments should be directed to the Chair, should be courteous in tone, should avoid personalities, and are permitted only with reference to the pending motion. Each member has the right to speak twice on the same question on the same day, but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. Normally, the time limit for speaking is ten minutes. (TP #13)

When the debate appears to have closed, the Chair will proceed to **PUT THE QUESTION.** The Chair asks, "Are you ready for the question?" If members do not wish to discuss the question any further, the correct response for the members would be to answer, **"QUESTION."** If there is no more discussion, the Chair puts it to a vote after once more making clear the exact question the assembly is called upon to decide.

The vote on a motion is normally taken by voice, by rising, or by show of hands. The Chair will call first for the affirmative vote (all who wish to vote in favor of the motion); then he/she calls for the negative vote. The Chair **ANNOUNCES THE RESULT** of the vote immediately after putting the question. Under all **VOTING** methods except a counted rising vote (or counted show of hands), the result is determined by the Chair's judgment.

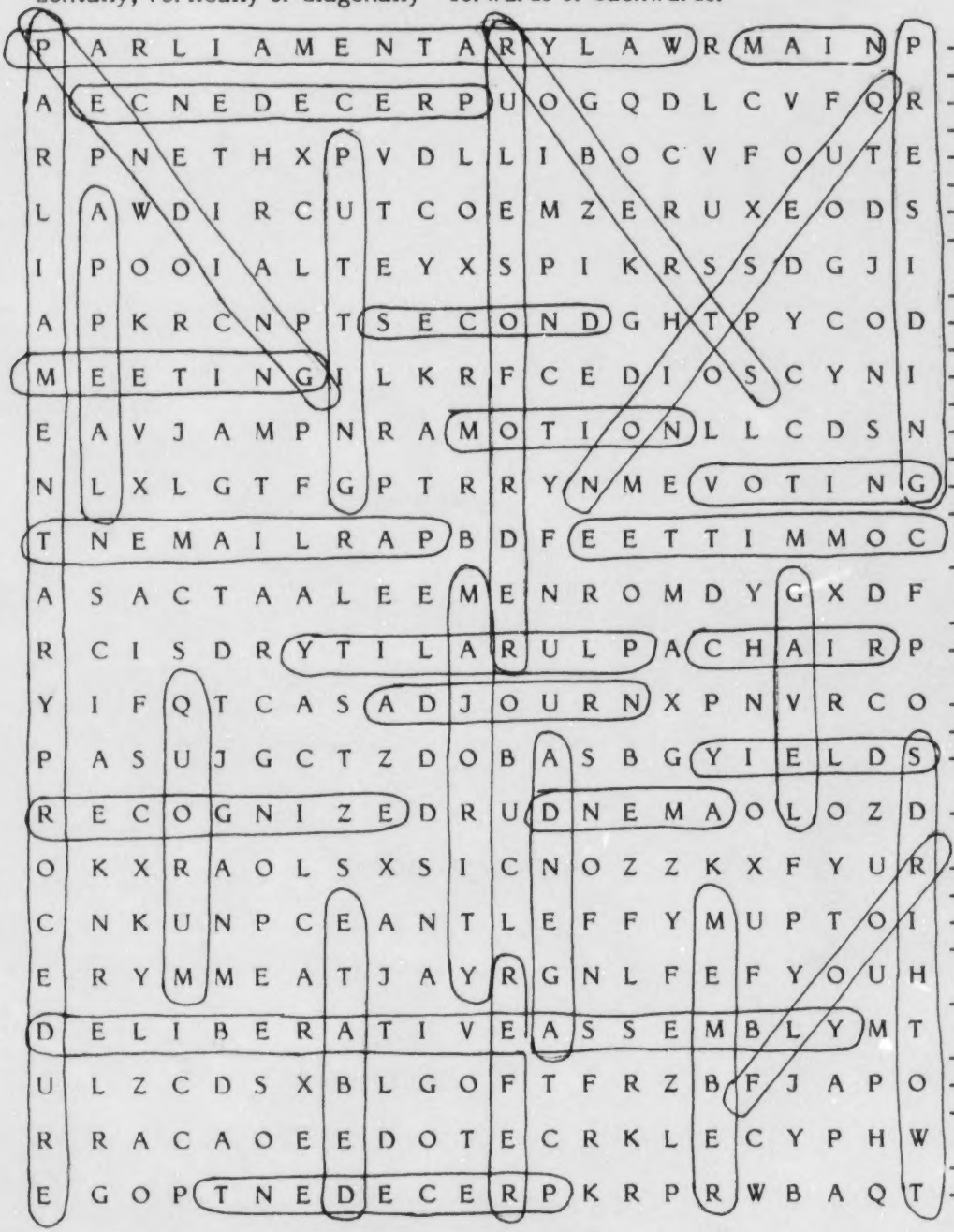
In order to assure the success of a meeting, members must be aware of the established rules of parliamentary procedure and of the method of operation adopted by their organization. In order to be a participating member, it is necessary to know something of the duties and responsibilities of a member as well as those of a presiding officer. You will find that putting into practice what you have learned about parliamentary procedure can be fun as well as expeditious to the business at hand.

SOLUTION TO FILL-IN-THE-BLANK TEST

1. Deliberative Assembly
2. Assembly; Meeting
3. Member
4. Majority
5. Quorum
6. Two-thirds
7. Motion
8. Debate
9. Obtain the Floor
10. Yields
11. Stating the Question
12. Pending
13. Putting the Question

SOLUTION TO WORD FIND PUZZLE
"OUT OF ORDER"

Knowing correct parliamentary procedure is an asset to any individual as he/she attempts to conduct or participate in business meetings. Find the hidden terms by looking horizontally, vertically or diagonally - forwards or backwards.


P A R L I A M E N T A R Y L A W R M A I N P
A E C N E D E C E R P U O G Q D L C V F Q R
R P N E T H X P V D L L I B O C V F O U T E
L A W D I R C U T C O E M Z E R U X E O D S
I P O O I A L T E Y X S P I K R S S D G J I
A P K R C N P T S E C O N D G H T P Y C O D
M E E T I N G I L K R F C E D I O S C Y N I
E A V J A M P N R A M O T I O N L L C D S N
N L X L G T F G P T R R Y N M E V O T I N G
T N E M A I L R A P B D F E E T T I M M O C
A S A C T A A L E E M E N R O M D Y G X D F
R C I S D R Y T I L A R U L P A C H A I R P
Y I F Q T C A S A D J O U R N X P N V R C O
P A S U J G C T Z D O B A S B G Y I E L D S
R E C O G N I Z E D R U D N E M A O L O Z D
O K X R A O L S X S I C N O Z Z K X F Y U R
C N K U N P C E A N T L E F F Y M U P T O I
E R Y M M E A T J A Y R G N L F E F Y O U H
D E L I B E R A T I V E A S S E M B L Y M T
U L Z C D S X B L G O F T F R Z B F J A P O
R R A C A O E E D O T E C R K L E C Y P H W
E G O P T N E D E C E R P K R P R W B A Q T
-Adjourn
-Agenda
-Amend
-Appeal
-Chair
-Committee
-Debate
-Deliberative Assembly
-Floor
-Gavel
-Main (Motion)
-Majority Vote
-Meeting
-Member
-Motion
-Parliament
-Parliamentary Law
-Parliamentary Procedure
-Pending
-Plurality (Vote)
-Precedence
-Precedent
-Presiding (Officer)
-Putting (the Question)
-Question
-Quorum
-Recognized
-Refer (to Committee)
-Robert's Rules of Order
-Rules of Order
-Second
-Two-thirds (vote)
-Voting
-Yields

STUDENT DEMONSTRATION EVALUATION SHEET

Putting the Question					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES	NO		POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				10	
2. Was the Chair addressed properly?				10	
3. Did the Chair recognize the member properly?				10	
4. Was the motion presented properly?				10	
5. Was the motion seconded properly?				10	
6. Did the Chair restate the motion properly?				10	
C. Questions--30 Points (Chair will answer one of the following questions. The teacher will select the question to be answered.)				30	
				TOTAL	

What would you do if you were the presiding officer and:

1. A member moved a motion while seated?
   Answer: I would state that the member is out of order because he did not get proper recognition of the Chair.

2. A member stated this motion, "I make a motion that we ...."?
   Answer: I would state that the member is out of order because the proper way to state a motion is, "I move that ...."

3. A motion failed to receive a second?
   Answer: The motion dies of lack of support.

4. A member began to discuss a motion before recognition was given?
   Answer: I would state that the member is out of order because he/she did not receive proper recognition from the Chair.

FILL-IN-THE-BLANK TEST

1. The basic term for a body of persons meeting to discuss and determine common action is a(n) _____ _____.

2. The_____ is the body of people while the_____ is the event of their being assembled to transact business.

3. A _____ is a person having the right to full participation in the proceedings of an assembly.

4. A direct approval by more than half of the members present and voting on a particular matter is a(n) _____ vote.

5. The minimum number of members who must be present for business to be legally transacted is known as the _____.

6. A _____vote is the express approval of at least two-thirds of the members present and voting.

7. A formal proposal by a member, in a meeting, that the assembly take certain action is a(n) _____.

8. _____ is any form of discussion of the merits of a motion.

9. To _____ _____ _____means that a member must be recognized by the Chair as having the exclusive right to be heard at that time.

10. When a member finishes speaking, he/she _____ the floor by resuming his/her seat.

11. When the Chair states the exact motion made by a member and indicates that it is open to debate, the Chair is said to be _____ _____ _____.

12. A question is _____ when it has been stated by the Chair but not yet voted on.

13. Putting a motion to a vote is known as _____ _____ _____.

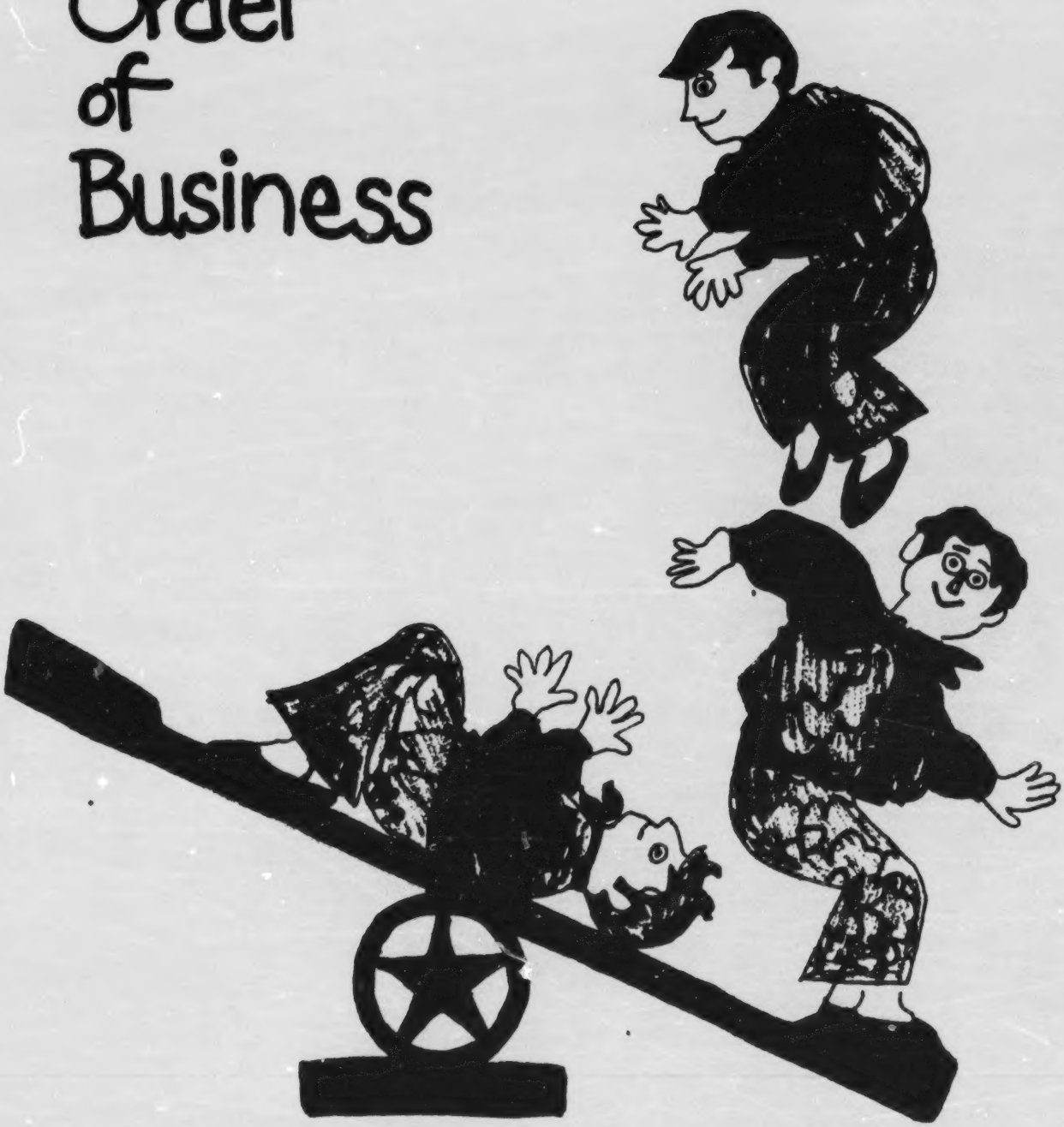
WORD FIND PUZZLE
"OUT OF ORDER"

Knowing correct parliamentary procedure is an asset to any individual as he/she attempts to conduct or participate in business meetings. Find the hidden terms by looking horizontally, vertically or diagonally - forwards or backwards.

P	A	R	L	I	A	M	E	N	T	A	R	Y	L	A	W	R	M	A	I	N	P
A	E	C	N	E	D	E	C	E	R	P	U	O	G	Q	D	L	C	V	F	Q	R
R	P	N	E	T	H	X	P	V	D	L	L	I	B	O	C	V	F	O	U	T	E
L	A	W	D	I	R	C	U	T	C	O	E	M	Z	E	R	U	X	E	O	D	S
I	P	O	O	I	A	L	T	E	Y	X	S	P	I	K	R	S	S	D	G	J	I
A	P	K	R	C	N	P	T	S	E	C	O	N	D	G	H	T	P	Y	C	O	D
M	E	E	T	I	N	G	I	L	K	R	F	C	E	D	I	O	S	C	Y	N	I
E	A	V	J	A	M	P	N	R	A	M	O	T	I	O	N	L	L	C	D	S	N
N	L	X	L	G	T	F	G	P	T	R	R	Y	N	M	E	V	O	T	I	N	G
T	N	E	M	A	I	L	R	A	P	B	D	F	E	E	T	T	I	M	M	O	C
A	S	A	C	T	A	A	L	E	E	M	E	N	R	O	M	D	Y	G	X	D	F
R	C	I	S	D	R	Y	T	I	L	A	R	U	L	P	A	C	H	A	I	R	P
Y	I	F	Q	T	C	A	S	A	D	J	O	U	R	N	X	P	N	V	R	C	O
P	A	S	U	J	G	C	T	Z	D	O	B	A	S	B	G	Y	I	E	L	D	S
R	E	C	O	G	N	I	Z	E	D	R	U	D	N	E	M	A	O	L	O	Z	D
O	K	X	R	A	O	L	S	X	S	I	C	N	O	Z	Z	K	X	F	Y	U	R
C	N	K	U	N	P	C	E	A	N	T	L	E	F	F	Y	M	U	P	T	O	I
E	R	Y	M	M	E	A	T	J	A	Y	R	G	N	L	F	E	F	Y	O	U	H
D	E	L	I	B	E	R	A	T	I	V	E	A	S	S	E	M	B	L	Y	M	T
U	L	Z	C	D	S	X	B	L	G	O	F	T	F	R	Z	B	F	J	A	P	O
R	R	A	C	A	O	E	E	D	O	T	E	C	R	K	L	E	C	Y	P	H	W
E	G	O	P	T	N	E	D	E	C	E	R	P	K	R	P	R	W	B	A	Q	T

- Adjourn
- Agenda
- Amend
- Appeal
- Chair
- Committee
- Debate
- Deliberative Assembly
- Floor
- Gavel
- Main (Motion)
- Majority Vote
- Meeting
- Member
- Motion
- Parliament
- Parliamentary Law
- Parliamentary Procedure
- Pending
- Plurality (Vote)
- Precedence
- Precedent
- Presiding (Officer)
- Putting (the Question)
- Question
- Quorum
- Recognized
- Refer (to Committee)
- Robert's Rules of Order
- Rules of Order
- Second
- Two-thirds (vote)
- Voting
- Yields

Order of Business



Lesson 6

ORDER OF BUSINESS (AGENDA)

Parliamentary Concept

Order of business is an established sequence for the conducting of business.

Objective

1. At the conclusion of this lesson the students will be able to identify correctly the major subdivisions of a standard order of business with at least 70% accuracy.

Resources Needed

1. Overhead projector and screen
2. TP #14 (Sample Agenda)
3. Pencil and paper for each student
4. Page 2 of Lesson 6
5. Copies of the Student Handout for each student

Learning Activities

1. Using TP #14 with a cover sheet, discuss with the class the concept of the order of business (agenda) and that it:
   a. Provides for an orderly flow of business.
   b. Assigns priority to items of business.
   c. Serves as notice that certain business is to be acted upon.
2 Using TP #14 with a cover sheet, discuss with the class each subdivision of the order of business (agenda):
   a. Call to Order
   b. Opening Ceremonies
   c. Reading and Approval of Minutes
   d. Reports of Officers, etc.
   e. Reports of Special Committees
   f. Special Orders
   g. Unfinished Business
   h. New Business
   i. Adjourn

Evaluation

1. Have the students to complete the matching test on the order of business. A minimum of 70% accuracy should demonstrate mastery.

ORDER OF BUSINESS (AGENDA)

The terms--order of business, orders of the day, **AGENDA**, and program--refer to closely related concepts having to do with the order in which business is taken up at meetings. In simple terms, it is a specific list of items to be completed during a stated meeting.

The major subdivisions of a standard order of business are:

1. **CALL TO ORDER** - The Chair calls the assembly to order (using one or several deliberate raps of the gavel).

2. **Opening Ceremonies** - A series of statements recited at this point for each meeting (creed, motto, pledge, etc.)

3. **Reading and Approval of Minutes - MINUTES** from the previous meeting are read; approval is obtained or corrections made at this point.

4. **Reports of Officers, etc.** - The Treasurer is to report at this point, followed by reports of any boards, and then any standing committees.

5. **Reports of Special Committees** - Especially those who by action of the assembly are required to report and others that may have a progress report.

6. **Special Orders** - Items of business that have been prescheduled to be taken up at a specific session.

7. **Unfinished Business** - Items which have carried over from the previous meeting due to adjournment.

8. **New Business** - Motions for the purpose of introducing new business or **TAKING FROM THE TABLE** any matter that is on the table.

9. **ADJOURN** - The meeting ends.

Lesson 6

SOLUTION TO ORDER OF BUSINESS MATCHING TEST

1. D
2. H
3. A
4. E
5. I
6. B
7. F
8. J
9. C
10. K
11. G

ORDER OF BUSINESS

Directions: List in correct order the subdivisions of a standard order of business. Place the letter from Column II which corresponds with the correct number in Column I in the blank provided.

Column I	Column II
1. _____	A. Reading and Approval of Minutes
2. _____	B. Reports of Standing Committees
3. _____	C. Unfinished Business
4. _____	D. Call to Order
5. _____	E. Report of Officers
6. _____	F. Reports of Special Committees
7. _____	G. Adjourn
8. _____	H. Opening Ceremonies
9. _____	I. Reports of Boards
10. _____	J. Special Orders
11. _____	K. New Business

Classification and Rank of Motions

Lesson 7

CLASSIFICATION AND RANK OF MOTIONS

Parliamentary Concept

For the purposes of convenience and ease of study, the many types of devices that can be used in conducting parliamentary procedure are classified and ranked.

Objectives

1. Students will be able to define and describe a main motion, a subsidiary motion, an incidental motion, a privileged motion, and an unclassified motion.
2. Students will be able to rank motions according to classification.

Resources Needed

1. Overhead projector and screen
2. TP #15 (Classification of Motions)
3. TP #16 (Rank of Motions)
4. Pages 2 and 3 of Lesson 7
5. Copies of Student Handout for each student

Learning Activities

1. Using pages 2 and 3 of Lesson 7 as your resource, dicuss with the class:
   a. The differences between a main, subsidiary, incidental, privileged, and unclassified motion.
   b. The meaning of rank of motions.

Evaluation

1. Upon completion of discussion, have students to complete Student Handout. A minimum of 70% accuracy should demonstrate mastery.
2. Discuss with students the items which they missed on the Student Handout.

CLASSIFICATION AND RANK OF MOTIONS

All motions of parliamentary procedure are classified into five major categories. This classification is done for convenience and ease of order. (TP #15) The different types of motions are as follows:

1. **MAIN MOTION** - The object of a main motion is to bring before the group or assembly questions or propositions for consideration and, ultimately, for action. Main motions are the lowest ranking motions that can be put on the floor and, therefore, must yield to all subsidiary, incidental, and privileged motions. A main motion requires a second, can be debated and amended, and requires only a majority vote for passage.

2. **SUBSIDIARY MOTION** - A subsidiary motion modifies the effect or the disposition of the main motion. It takes **PRECEDENCE** over a main motion. Being of a higher rank, a subsidiary motion can be put on the floor while a main motion is under consideration. The subsidiary motion must be acted upon before returning to the main motion under consideration. Generally, (there are some exceptions) subsidiary motions are not used to modify other subsidiary motions, incidental motions, or privileged motions. Depending upon the motion, subsidiary motions can be both debatable and undebatable, amendable and unamendable. If in doubt, consult **Robert's Rules of Order (Newly Revised).**

3. **INCIDENTAL MOTION** - Since incidental motions have very little in common, they are grouped in one class because they arise incidentally out of the business before the assembly. They must be acted upon before subsidiary or main motions and will yield only to a privileged motion. With the exception of an appeal from the decision of the Chair, incidental motions are not debatable and amendable.

4. **PRIVILEGED MOTION** - A privileged motion is one that, generally, has no connection with the business on the floor, but is so important that it must be considered and acted upon immediately. They are the highest ranking motions and all other business before the assembly must yield to them.

5. **UNCLASSIFIED MOTION** - These are motions that can not be classified according to our previous definitions. Generally, they are motions that are of lower rank than incidental or privileged motions.

(TP #16) Motions are ranked in order of importance. The higher ranked motions take precedence over lower motions. For example, a privileged motion would be considered before incidental or subsidiary motions that are on the floor. This illustration depicts the meaning of rank of motions.

ANSWERS TO CLASSIFICATION AND RANK OF MOTIONS

1. P
2. M
3. S
4. M
5. I
6. U

Diagram

7. M
8. S
9. I
10. P
11. U

CLASSIFICATION AND RANK OF MOTIONS

Directions: Using "M" for main motion, "I" for incidental, "S" for subsidiary, "P" for privileged, and "U" for unclassified, place the letter beside the statement that most accurately describes that type of motion.

____1. This motion is so important that it must be considered before any other business on the floor.

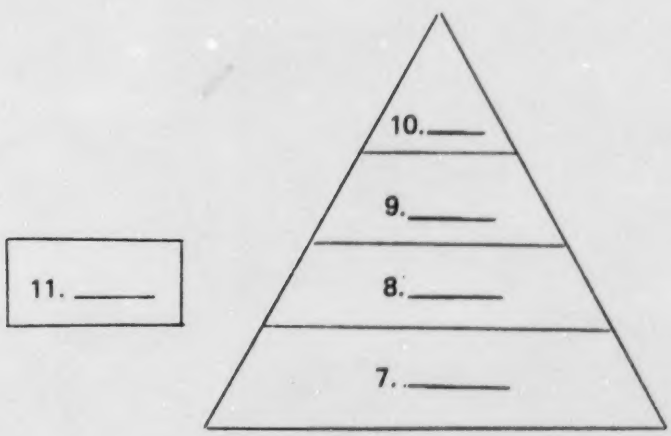
____2. The object of this motion is to bring before the group questions for consideration and, ultimately, for action.

____3. This motion modifies the effect or the disposition of the original motion.

____4. This motion is the lowest ranking.

____5. This motion arises incidentally out of the business of the assembly.

____6. This motion does not fit any other definition.



Main Motion

Lesson 8

MAIN MOTION

Parliamentary Concept

1. A main motion brings business before the group or assembly.

Objective

1. After at least one practice session, the students will demonstrate the ability to receive a main motion, secure a second, conduct debate, take a vote, and announce the results.

Resources Needed

1. **Robert's Rules of Order (Newly Revised)**
2. Overhead projector and screen
3. Gavel and block
4. Podium (or desk)
5. TP #17 (Main Motion)
6. TP #18 (Putting the Question)
7. Pencil and paper for the presiding officer
8. Copies of Evaluation Sheet for each student
9. Optional: chalk and chalkboard

Learning Activities

1. Discuss concept with the class-many of the other motions are procedural (related to the main motion).
2. Using TP #17, students will practice receiving a main motion, securing a second, and conducting debate. (Refer to Lesson 5 for the proper procedure for addressing the Chair.)
3. Using TP #18, students will practice putting the question and announcing the results.
4. Using TP #17 and TP #18, allow each student to demonstrate at least one time:
   a. Receiving a main motion.
   b. Putting the question.

Evaluation

1. Use the Evaluation Sheet to grade student performance in receiving a main motion and putting the question after all have had at least one practice session. Students may or may not refer to TP #17 and TP #18 (according to teacher preference).

Lesson 8

MAIN MOTION

Business is brought before a group or assembly by the motion of a member. A motion may inherently bring its subject to the assembly's attention, or it may follow the presentation of a report or other communication.

You will remember that in Lesson 5 a motion was defined as a formal proposal by a member, in a meeting, that the assembly take certain action. The basic form of motion-the only one in which introduction brings business before the assembly-is a main motion. Many other separate parliamentary motions have evolved for specific purposes, and all of these propose some form of action. While they are said to be brought "before the assembly" when placed under consideration, most of them do **not** bring business before the assembly in the same sense as a main motion. Many of these motions involve procedural steps relating to a main motion already being considered. The main motion sets the pattern from which all other motions are derived.

A main motion may arise after presentation of an officer's report, a board or a committee report, or one or more motions to carry out recommendations contained in the report may be introduced.

A main motion may also grow out of the presentation of a written communication to the assembly. This communication may take the form of a letter from a member who is absent, from a state or national executive board to a local chapter, or from an outside source. The reading of the communication does not in itself formally bring a question before the assembly. At the proper time, and if the members feel action needs to be taken, a main motion can be offered proposing appropriate action.

A main motion should be worded in a concise, unambiguous, and complete form. A member makes a motion by simply saying, "I move that ...."

Lesson 8

STUDENT DEMONSTRATION EVALUATION SHEET

Main Motion					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES	NO		POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				4	
2. Was the Chair addressed properly?				7	
3. Was recognition given?				7	
4. Motion presented properly?				7	
5. Second obtained?				7	
6. Motion restated?				7	
7. Did the Chair call for discussion?				7	
8. Voted on motion properly?				7	
9. Did the Chair announce the results?				7	
				60	
C. Question--30 Points (Chair will answer one of the following questions. The teacher will select the question to be answered.)					
				TOTAL	

1. What is the purpose of obtaining a second to a motion?
   Answer: The purpose of a second to a motion is to prevent wasting time on a motion that only one person supports.

2. What would you do if two members address the Chair at the same time?
   Answer: I would call upon the person who had spoken the least, the person who I thought would add the most to the discussion, the person who I thought had risen first, or the person nearest the chair.

3. What would you do if the voice vote on a motion was close?
   Answer: As chairperson, I would call for a counted vote by a show of hands or standing.

Motion to Amend

Lesson 9

MOTION TO AMEND THE MAIN MOTION

Parliamentary Concept

The motion to amend is a motion to modify the wording of a main motion.

Objective

1. After at least one practice session, the students will demonstrate the ability to receive a main motion, secure a second, open debate, receive a motion to amend the main motion, secure a second, conduct the discussion, take the vote on both the amendment and then the main motion, and announce the results.

Resources Needed

1. **Robert's Rule of Order (Newly Revised)**
2. Overhead projector and screen
3. Gavel and block
4. Podium (or desk)
5. TP #17 (Main Motion)
6. TP #18 (Putting the Question)
7. TP #19 (Motion to Amend)
8. TP #20 (Putting the Question - Amendment and Main Motion as Amended)
9. Pencil and paper for the presiding officer
10. Copies of Evaluation Sheet for each student
11. Optional: chalk and chalkboard

Learning Activities

1. Discuss with the students the forms of an amendment:
   a. To insert words or groups of words.
   b. To strike out words or groups of words
   c. Some combination of the above.
2. Using TP #17 and TP #18, introduce a main motion, secure a second, and open debate (or create your own).
3. After the main motion is open for debate, introduce TP #19 and allow each student at least one practice session on receiving a motion to amend, securing a second, and conducting discussion (using TP #19).
4. Introduce TP #20 and allow each student at least one practice session on putting the question-amendment and the main motion as amended (using TP #20).
5. Discuss the reason that an amendment must be germane.

Evaluation

1. Use the Evaluation Sheet to grade student performance in receiving an amendment to a main motion and putting the question (after all have had at least one practice session). Students may or may not refer to TP #17, TP #18, TP #19, and TP #20 (according to teacher preference).

Lesson 9

MOTION TO AMEND THE MAIN MOTION

The **MOTION TO AMEND** is a subsidiary motion to modify the wording of a pending motion before the pending motion itself is acted upon. This motion is probably the most widely used of the subsidiary motions. Its adoption does **not** adopt the motion as it is amended; that motion remains pending in its modified form. Rejection of the amendment leaves the pending motion worded as it was before the amendment was offered.

An amendment must always be **GERMANE**-that is, closely related to or having bearing on the subject of the motion to be amended. This description means that no new subject can be introduced under the pretext of being an amendment because the amendment must **in some way involve** the same question that is raised by the motion to which it is applied.

As an example of a germane amendment, assume that a motion is pending "that the chapter authorize the purchase of a 35-mm camera and zoom lens for the historian." It would be germane and in order to amend by inserting after "lens" the words "and flash attachment," since both relate to providing the historian with necessary equipment. However, an amendment to add to the motion the words "and purchase refreshments for the next monthly meeting," is not germane.

There are three basic processes of amendment, the third of which is a combination of the first two. The three basic processes of amendment are:

1. To insert or add words or group of words.
2. To strike out words or group of words.
3. To strike out and insert (which applies to words), or to substitute (which applies to striking out an entire paragraph or motion and inserting another).

The first process, relating to words, can be applied to change the wording within a single sentence, as cited in the earlier example. The motion to insert words must specify the exact place of insertion by naming the word before or after which, or between which, the insertion is to be made.

The second process, also relating to words, can again be applied to a single sentence. For example, assume that a motion is pending "that the chapter authorize the purchase of a 35-mm camera, zoom lens, and flash attachment for the historian." The motion to strike out words must specify their location and can be applied only to consecutive words. The amendment would be made by striking out after "camera" the words "zoom lens."

The third process, also relating to words, can again be applied to a single sentence. (For our purposes we will not discuss substitution, which applies to an entire paragraph or motion.) The most common form of this process is one that strikes out and inserts a different wording in the same place. As an example, assume the previously used motion is pending (second process). After obtaining the floor, a member would state, "I move to amend by striking out the words 'zoom

lens' and inserting the words 'camera case.' " The motion as amended would not read, "that the chapter authorize the purchase of a 35-mm camera, camera case, and flash attachment for the historian."

After a main motion has been amended, the Chair must then restate the amendment, allow debate on the amendment, and put the amendment to a vote. If the amendment fails, the assembly votes on the original main motion. If the amendment passes, the assembly votes on the original main motion as amended.

Lesson 9

STUDENT DEMONSTRATION EVALUATION SHEET

Amendment					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES	NO		POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				2	
2. Was the Chair addressed properly?				2	
3. Was recognition given?				2	
4. Motion presented properly?				4	
5. Second obtained?				4	
6. Motion restated?				4	
7. Did the Chair call for discussion?				4	
8. Was the Chair addressed properly?				2	
9. Was recognition given?				2	
10. Was the amendment presented properly?				5	
11. Second to amendment obtained?				4	
12. Was the amendment restated?				4	
13. Did the Chair call for discussion on the amendment?				4	
14. Voted on amendment properly?				4	
15. Did the Chair call for discussion?				5	
16. Voted on the motion (either amended or not) properly?				4	
17. Did the Chair announce the results?				4	
C. Question--30 Points (Chair will answer one of the following questions. The teacher will select the the question to be answered.)					
				TOTAL	

Student Demonstration Evaluation Sheet (continued)

1. What is the purpose of an amendment?
   Answer: An amendment modifies the wording and therefore the effect of the motion under consideration.

2. When can an amendment be offered to a motion?
   Answer: When the motion is opened for discussion by the Chair, an amendment can be offered.

3. What kind of motion is an amendment?
   Answer: It is a subsidiary motion.

Motion to Refer to Committee

Lesson 10

MOTION TO REFER TO COMMITTEE

Parliamentary Concept

The motion to refer is used to send ideas or pending questions to a group smaller in number than the assembly. The purpose is to allow the question to be studied in more detail by a committee, so it may be presented to the entire assembly with more information and in better form.

Objective

1. After at least one practice session, students will demonstrate the ability to receive a main motion, secure a second, and open debate. During discussion, the Chair will receive a motion to refer, secure a second, conduct debate, take the vote, and announce the results.

Resources Needed

1. **Robert's Rules of Order (Newly Revised)**
2. Overhead projector and screen
3. Gavel and block
4. Podium (or desk)
5. TP #17 (Main Motion)
6. TP #18 (Putting the Question)
7. TP #21 (Motion to Refer)
8. Pencil and paper for the presiding officer
9. Copies of Evaluation Sheet for each student
10. Optional: chalk and chalkboard

Learning Activities

1. Discuss concepts with the class:
   a. **Motion should state** to which committee the question is referred.
   b. **Motion should state** the manner in which the committee shall be selected.
   c. **Motion should state** the number to serve on the committee.
   d. **Motion should state** any special instructions to the committee.
2. Use TP #17 and TP #18 to put a motion on the floor.
3. Introduce TP #21 and allow each student at least one practice session on receiving a motion to refer.

Evaluation

1. Use the Evaluation Sheet to grade student performance in receiving a motion to refer (after all students have had at least one practice session). Students may or may not refer to TP #17, TP #18, and TP #21 (according to teacher preference).

MOTION TO REFER TO COMMITTEE

The **MOTION TO REFER** is a subsidiary motion used to send ideas or pending questions to a group smaller in number than the assembly. The purpose is to allow the question to be studied in more detail by a **COMMITTEE** (a relatively small group of selected members chosen for a certain task), so it may be presented to the entire assembly with more information and in better form.

The motion to refer must include at least four necessary details:

1. **Motion should state** to which committee the question is to be referred: specify the name of the standing committee (Rules and Regulations, Finance, etc.)-those committees which have a continuing existence, or the name of the special committee (American Education Day)-those committees which after carrying out a specific task and on presentation of a final report to the assembly, automatically cease to exist.

2. **Motion should state** the manner in which the committee shall be selected-for example, "I move that the motion be referred to a committee of five to be appointed by the Chair," or "elected from open nominations," or "by secret ballot."

3. **Motion should state** the number to serve on the committee. The purpose of the committee will determine the number of members, usually from three to seven and, usually, should include members which represent all points of view. The first person named to the committee serves as the chairman of that committee. The president of an organization is normally an **EX-OFFICIO** (by virtue of office) member of all committees.

4. **Motion should state** any special instructions to the committee-whether the committee is to be a standing or a special one, when to meet, how to consider the question, whether or not to employ outside help, and when to report. The committee can be given "full power" to act for the organization in a specific case and can be authorized to spend money.

Lesson 10

STUDENT DEMONSTRATION EVALUATION SHEET

Motion to Refer					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES	NO		POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				3	
2. Was the Chair addressed properly?				3	
3. Was recognition given?				3	
4. Was the motion presented properly?				4	
5. Second obtained?				4	
6. Motion restated?				4	
7. Did the Chair call for discussion?				4	
8. Was the Chair addressed properly?				4	
9. Was recognition given?				3	
10. Was the motion to refer presented properly?				4	
11. Second obtained?				4	
12. Motion to refer restated by the Chair?				4	
13. Did the Chair call for discussion on the motion to refer?				4	
14. Voted on the motion properly?				4	
15. Were the results announced?				4	
16. Did the Chair appoint the committee?				4	
C. Question--30 Points (Chair will answer one of the following questions. The teacher will select the question to be answered.					
				TOTAL	

Student Demonstration Evaluation Sheet (Continued)

1. Can the motion to refer be amended?
   Answer: Yes, it can be amended to specify meeting times and reporting time for the committee.

2. Can an item of business, not a motion, be referred to a committee?
   Answer: Yes, an item of business can be referred to a committee. It does not need to be in the form of a motion.

3. Can an item of business or a motion be referred to an individual rather than a committee?
   Answer: Yes, an item of business or a motion can be referred to an individual for action. The individual is usually an officer.

Motion to Appeal

Lesson 11

MOTION TO APPEAL

Parliamentary Concept

The purpose of an appeal is to safeguard majority rule and prevent the Chair from controlling the actions of the assembly.

Objectives

1. Students will be able to describe, orally or in writing, the purpose of an appeal.
2. Students will be able to explain, orally or in writing, when an appeal can and cannot be used.
3. Students will be able to conduct a sample appeal with a main motion on the floor.

Resources Needed

1. Overhead projector and screen
2. Gavel and block
3. Podium (or desk)
4. TP #22 (The Appeal-The Chair Makes a Mistake in Procedure)
5. TP #23 (The Appeal-Correction of the Mistake by Appeal)
6. Pages 2 and 3 of Lesson 11
7. Copies of Evaluation Sheet for each student

Learning Activities

1. Discuss with students the purpose of an appeal and when to use an appeal.
2. Use TP #22 and TP #23 to set up a practice appeal.
3. Using TP #22 and TP #23, allow each student to demonstrate the practice appeal.

Evaluation

1. Use Evaluation Sheet to grade student performance (after each student has at least one practice session on conducting an appeal). A minimum of 70% accuracy is acceptable for demonstrating mastery.

Lesson 11

MOTION TO APPEAL

The purpose of an **APPEAL** from the decision of the Chair is to safeguard majority rule and prevent the Chair from controlling the actions of the assembly. An appeal is an incidental motion.

Rules for the use of an appeal from the decision of the Chair are as follows:

1. An appeal can be made from any decision of the Chair.

2. An appeal can not be made when another appeal is pending before the assembly.

3. Recognition is not needed to direct an appeal; and an appeal must be considered over other business on the floor.

4. A second is required for an appeal.

5. Appeals must yield consideration to privileged motions and the motion to lay on the table.

6. An appeal can not be amended.

7. An appeal is not debatable when it seeks to reverse a ruling of the Chair on an indecorum, rules of speaking, priority or order of business, during a division of the house, or when the original question was undebatable.

8. An appeal must be presented immediately after the Chair has made a ruling. If other business has intervened, then it is too late to offer an appeal.

9. When the appeal is debatable, a member may speak only once on the merits or demerits of the ruling under appeal.

10. After debate has ended, without leaving the Chair, and prior to the vote, the Chair may give the reasons behind the ruling under appeal.

11. If the results of the vote on the appeal would have no effect on the original question, then, upon disposition, the assembly would return to the business on the floor.

12. If the results of the vote on the appeal affect the consideration of, disposition of, or action on the question before the assembly, then the question and the appeal are bound together. Any motion that would lay on the table or delay action on the appeal will delay action on the main or original question.

13. Tie vote **SUSTAINS** the Chair.

Lesson 11

STUDENT DEMONSTRATION EVALUATION SHEET

Appeal	PROPERLY PRESENTED? YES	NO		POINTS	SCORE
A. Stage Presence--10 Points					
B. Presentation--60 Points					
1. Did the Chair call for business?				3	
2. Was the Chair addressed properly?				3	
3. Was recognition given?				3	
4. Was the motion presented properly?				3	
5. Second obtained?				3	
6. Was the motion restated?				3	
7. Did the Chair make a mistake in the proceedings?				4	
8. Was the appeal presented properly?				4	
9. Did the Chair ask for statement of the appeal?				4	
10. Was the appeal stated properly?				4	
11. Second obtained?				4	
12. Did the Chair call for discussion on the appeal?				4	
13. Did the Chair state that an appeal had been called for?				3	
14. Voted on the appeal properly?				3	
15. Were the results announced?				3	
16. Did the Chair correct the error in its proceedings and call for discussion?				3	
17. Voted on the motion properly?				3	
18. Were the results announced?				3	

Student Demonstration Evaluation Sheet (Continued)

C. Question--30 Points (Chair will answer one of the following questions. The teacher will select the question to be answered.)

TOTAL

---

1. When is an appeal not debatable?
   Answer: An appeal is not debatable when the appeal pertains to a ruling made by the Chair on indecorum, rules of speaking, order of business, or when the original question was undebatable.

2. How many times may a member speak during discussion on an appeal?
   Answer: A member may speak only once during debate on an appeal.

3. After a motion to have a party had been passed, a member directed an appeal on a ruling made by the Chair prior to the introduction and action on the motion to have a party. Was the appeal in order?
   Answer: No, the appeal was not in order because an appeal can only be made immediately following a ruling made by the Chair.

Motion to Adjourn

Lesson 12

THE MOTION TO ADJOURN

Parliamentary Concept

The motion to adjourn is a useful device that is used by all organizations to terminate a meeting.

Objectives

1. The student will be able to describe, orally or in writing, the purpose and the uses of a qualified and an unqualified motion to adjourn.
2. The student will be able to determine when to use a qualified and an unqualified motion to adjourn.
3. The student will be able to conduct a sample motion to adjourn using both forms.

Resources Needed

1. Overhead projector and screen
2. Gavel and block
3. Podium (or desk)
4. TP #24 (Motion to Adjourn-Unqualified Form)
5. TP #25 (Motion to Adjourn-Qualified Form)
6. Page 2 of Lesson 12
7. Copies of Evaluation Sheets #1 and #2 for each student

Learning Activities

1. Discuss with the students the purpose of the motion to adjourn and the difference between an unqualified motion to adjourn and a qualified motion to adjourn.
2. Use TP #24 and TP #25 to set up a practice session on the motions of adjournment.
3. Using TP #24 and TP #25, allow each student to demonstrate the motions to adjourn.

Evaluation

1. Use the two Evaluation Sheets to grade students on their performance on both motions to adjourn (after all have had practice sessions). Evaluation should be made on student performance without the use of the transparencies. A minimum of 70% accuracy should demonstrate mastery.

Lesson 12

THE MOTION TO ADJOURN

The purpose of the motion to adjourn is to provide a device whereby a majority of members present at a business meeting may terminate the meeting or session provided that they can get the floor to introduce the motion.

There are two types of motions to adjourn: qualified and unqualified.

1. An unqualified motion to adjourn is a privileged motion, undebatable and unamendable, taking precedence over all other business or motions on the floor. To be unqualified, it is moved when there is other business on the floor.

2. A qualified motion to adjourn is offered when there is no other business or motions on the floor. A qualified motion to adjourn is treated as any other main motion and is amendable and debatable.

The rules for use of motions to adjourn are as follows:

1. Unqualified motions to adjourn are undebatable and unamendable, holding the highest rank of privilege.

2. Qualified motions are treated as a main motion and are useful for reminding members of the next meeting.

3. The motion to adjourn is treated like any other motion in that the person who moves the motion must have proper recognition of the Chair.

4. A motion to adjourn, unqualified form, can not be offered during voting or verification of voting. It is in order after a ballot has been taken. The results of the ballot will be presented at the next meeting.

5. If there are announcements that need to be made, they should be made by the Chair just prior to the vote on the motion to adjourn.

Lesson 12

STUDENT DEMONSTRATION EVALUATION SHEET #1

Unqualified Motion to Adjourn					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES	NO		POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				3	
2. Was the Chair addressed properly?				3	
3. Was recognition given?				3	
4. Was the motion presented properly?				4	
5. Second obtained?				4	
6. Was the motion restated?				4	
7. Did the Chair call for discussion?				4	
8. Was the Chair addressed properly?				4	
9. Was recognition given?				4	
10. Was the motion to adjourn properly presented?				4	
11. Did the Chair obtain a second?				4	
12. Did the Chair restate the motion to adjourn?				4	
13. Did the Chair treat the motion as a privileged motion, not calling for discussion?				7	
14. Voted on the motion properly?				4	
15. Were the results announced?				4	
C. Questions--30 Points (Chair will answer one of the following questions. The teacher will select the question to be answered.)					
				TOTAL	

Lesson 12

Student Demonstration Evaluation Sheet (Continued)

1. An unqualified motion to adjourn is a privileged motion. Exactly what does that mean?
   Answer: It means that the motion to adjourn in its unqualified form will take precedence over all other motions on the floor.

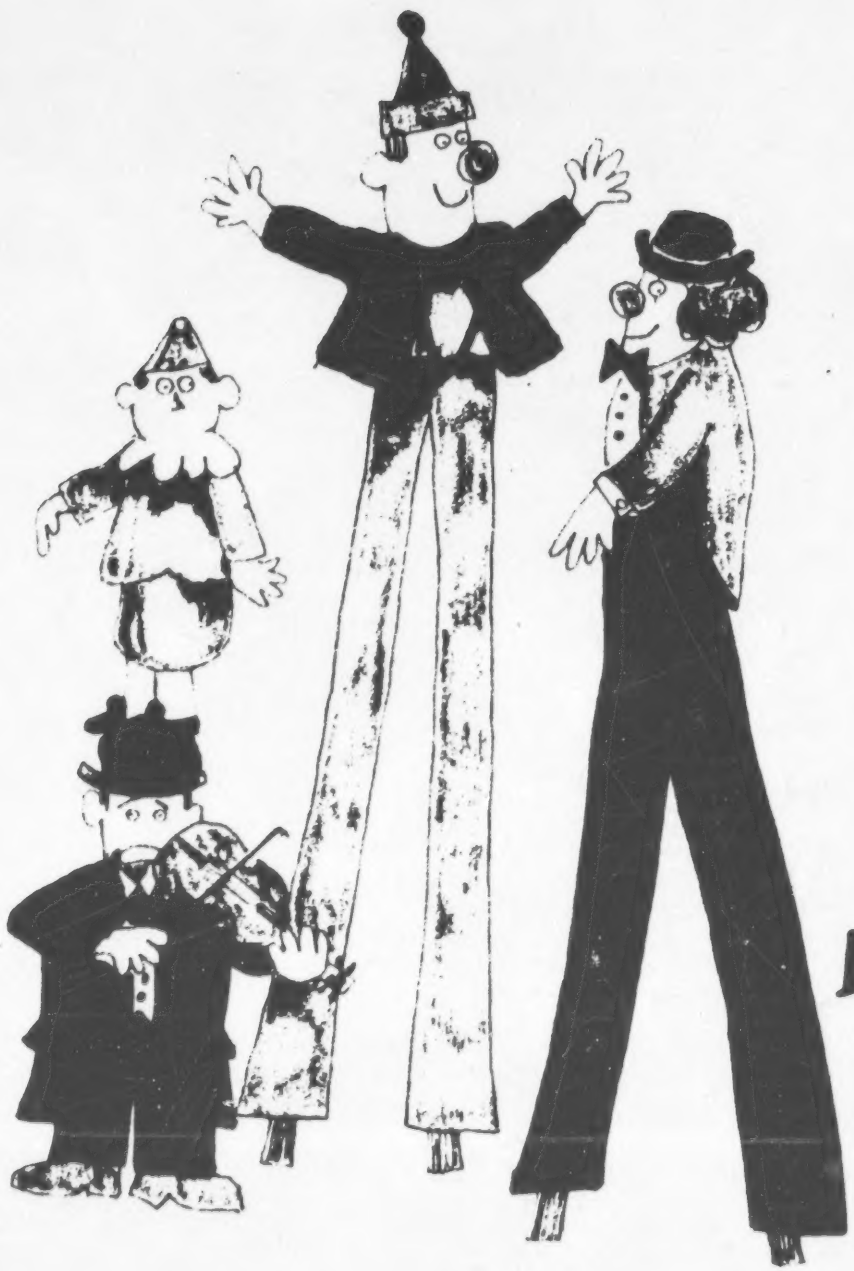
2. Can the Chair make an announcement after the motion to adjourn has been offered?
   Answer: Yes, the Chair can make the necessary announcements just prior to the final vote.

3. When is a motion to adjourn considered qualified?
   Answer: A motion to adjourn is qualified when it is offered at a time in which no other business is on the floor.

Lesson 12

STUDENT DEMONSTRATION EVALUATION SHEET #2

Qualified Motion to Adjourn					SCORE
A. Stage Presence--10 Points					
	PROPERLY PRESENTED? YES		NO	POINTS	
B. Presentation--60 Points					
1. Did the Chair call for business?				6	
2. Was the Chair addressed properly?				6	
3. Was recognition given?				6	
4. Was the motion to adjourn presented properly?				7	
5. Second obtained?				7	
6. Was the motion restated?				7	
7. Did the Chair call for discussion on the motion as any other main motion?				7	
8. Voted on the motion properly?				7	
9. Were the results announced?				7	
C. Question--30 Points (Chair will answer one of the questions on Evaluation Sheet #1.)					
				TOTAL	



Nominations and Elections

Lesson 13

NOMINATIONS AND ELECTIONS

Parliamentary Concept

All organizations conduct elections for officers. They should be conducted according to **Robert's Rules of Order (Newly Revised)** and according to the constitution and bylaws of that organization.

Objectives

1. The students will be able to describe, orally or in writing, the purpose of a nomination and an election.
2. The students will be able to conduct a simple election according to general rules of procedure.
3. The students will be able to discuss, orally or in writing, the reason for having election procedures defined in the organization's constitution and bylaws.

Resources Needed

1. Overhead projector and screen
2. Gavel and block
3. Podium (or desk)
4. TP #26 (Conducting a Simple Election)
5. Pages 2 and 3 of Lesson 13
6. Copies of the Evaluation Sheet for each student

Learning Activities

1. Using pages 2 and 3 of Lesson 13 as resource material, discuss with the students:
   a. The definitions of nominations and election.
   b. The function of a nominating committee.
   c. The rules for conducting an election.
   d. The importance of having election rules specified in the constitution and bylaws of the organization.
2. Use TP #26 to set up a practice session on conducting a simple election.
3. Using TP #26, allow each student to demonstrate how to conduct a practice election.

Evaluation

1. Use the Evaluation Sheet to grade students on their performance in conducting a simple, practice election. Evaluation should be made after each student has had a chance to practice the election procedure and should be made without the use of the transparency. A minimum of 70% accuracy is acceptable for demonstrating mastery.

NOMINATIONS AND ELECTIONS

A **NOMINATION** is a proposal of a candidate for a particular office. A candidate is elected when he/she receives a majority vote in favor of that person being elected to that respective office.

There are several ways to obtain nominations to select candidates for an elected office. It is up to each group to set rules for nominations in its constitution and bylaws. Here are some approved ways to obtain nominations:

1. Nomination by Standing - Nominations are presented similar to the presentation of a main motion. The member obtains the floor and places the name of a person in nomination.

2. Nomination by ballot - Members make nomination by a secret ballot. Persons who are nominated then must stand for **ELECTION.**

3. Nominating Committee - The function of the committee is to screen prospective candidates and present a list of members to the group that is best qualified for consideration.

Rules for nomination and election are as follows:

1. A standing nomination does not require a second. The names are repeated by the Chair as nominations are made.

2. Voting on standing nominations is done in order of nomination.

3. The Chair must open the floor for nomination after a report is given by the nominating committee.

4. The slate presented by the nominating committee cannot be merely **ACCEPTED.** Each office must be voted upon as if the nominations were made from the floor.

5. The usual method of election is secret ballot.

6. If no constitutional rules or bylaws prescribing election methods exist, then a motion can be used to prescribe the type of election procedure. It is an incidental motion and is undebatable and unamendable.

7. After nominations have been made from the floor and/or the committee report has been given, then the Chair should call for any further nominations. Hearing none, the Chair can declare nominations closed.

8. In very large organizations, a motion to close nominations may be used. The Chair must wait a reasonable time to allow for nominations from the floor. If the Chair does not wait for a reasonable time, then the motion is out of order. The motion to close nominations is an incidental motion. It cannot be debated; however,

cannot be debated; however, it can be amended as to the length of time for closing nominations. Since it limits the rights of the members, it requires a two-thirds vote for passage.

9. Nominations can be reported by the use of an incidental motion. The motion is undebatable. It can be amended as to the length of time that nominations will stay open. The motion to reopen requires only a majority vote for passage.

10. It takes a majority vote for election unless the rules of an organization specify a **PLURALITY.**

11. Persons absent from a meeting can be elected if they have agreed to be a candidate.

12. If a person is absent and has not agreed to be a candidate, then the election takes effect when he/she is notified of election, provided he/she doesn't decline.

13. Organizational rules should specify when a person who is elected takes office.

STUDENT DEMONSTRATION EVALUATION SHEET

Nominations and Elections	PROPERLY PRESENTED? YES	NO		POINTS	SCORE
A. Stage Presence--10 Points					
B. Presentation--60 Points					
1. Did the Chair call for nominations?				8	
2. Did the members making nominations address the Chair properly?				8	
3. Did the Chair recognize the members making nominations?				8	
4. Were the nominations properly stated?				8	
5. Did the Chair repeat each nomination?				8	
6. Was voting carried out in a fair manner?				8	
7. Was the candidate elected by a majority vote?				8	
8. Did the Chair announce the results?				4	
C. Question--30 Points (Chair will answer one of the following questions. The teacher will select the questions to be answered.)					
				TOTAL	

1. What are three ways that a person can be nominated?
   Answer: A person can be nominated by ballot, by a standing nomination, and by a nominating committee.

2. Can the report of a nominating committee just be accepted?
   Answer: No, each office must be voted on separately as if they were made from the floor.

3. Can the Chair declare that nominations are closed?
   Answer: Yes, after waiting for a reasonable amount of time for nominations from the floor, the Chair can declare nominations closed.

Glossary

GLOSSARY

ACCEPT - To adopt or approve a motion, a report, or a statement. (Lesson 13)

ADDRESS THE CHAIR - Use the correct title of the presiding officer when seeking recognition by the Chair. (Lesson 8)

ADJOURN - The motion to adjourn ends a meeting. (Lesson 6)

AGENDA - Sometimes referred to as the "Order of Business," it is a specific list of items to be completed during a stated meeting. (Lesson 6)

AMEND - The motion to amend is a motion to modify the wording of a main motion. (Lesson 9)

ANNOUNCE THE RESULTS - The declaration by the Chair of the results of the vote. (Lesson 5)

APPEAL - The motion to appeal provides a way for a member to question the Chair's decision. It must be stated immediately after the Chair states its decision. (Lesson 11)

ASSEMBLY - The body of people who assemble for a meeting. (Lesson 5)

BALLOT - A method of voting where each member's vote is kept secret. (Lesson 4)

CALL TO ORDER - An announcement by the presiding officer convening the meeting. (Lesson 6)

CHAIR - The presiding officer is referred to as the Chair. (Lesson 1)

COMMITTEE - A group of members chosen for a certain task. (Lesson 10)

DEBATE - Any form of discussion of the merits of a motion. (Lesson 5)

DELIBERATIVE ASSEMBLY - The kind of gathering in which parliamentary law is applicable. The basic term for a body of persons who are meeting to discuss and determine common action. (Lesson 5)

ELECTION - The final step in selecting a person to fill an office. (Lesson 13)

EX-OFFICIO - By virtue of office. (Lesson 10)

GAVEL - The recognized symbol of authority. (Lesson 4)

GERMANE - Closely related to-used in relation to amendments. (Lesson 9)

INCIDENTAL MOTIONS - Arise out of matters concerning business procedures or conduct; therefore, must be disposed of at once. (Lesson 7)

MAIN MOTION - A motion in which introduction brings business before the assembly; such a motion can be made only while no other motion is pending. (Lesson 7)

MAJORITY VOTE - Direct approval by one more than half of the members present and voting on a particular matter, in a regular or properly called meeting at which the necessary minimum number of members is present. (Lesson 3)

MEETING - The event of a body of people assembled to transact business. (Lesson 5)

MEMBER - A person having the right to full participation in the proceedings of an assembly. (Lesson 5)

MINUTES - A written record of the proceedings of a meeting. (Lesson 6)

MOTION - A formal proposal by a member, in a meeting, that the assembly take certain action. (Lesson 5)

NOMINATION - A proposal of a candidate for an office. (Lesson 13)

OBTAIN THE FLOOR - A member is recognized by the Chair as having the exclusive right to be heard at that time. (Lesson 5)

OUT OF ORDER - Any exception to the adopted rules of order. (Lesson 4)

PARLIAMENT - A word used to describe any important meeting held for the purpose of discussion and later used to refer to the English Parliament (law-making body). (Lesson 2)

PARLIAMENTARY LAW - Originally was the name given to the rules and customs for carrying on business in the English Parliament which were developed through a continuing process of decisions and precedents somewhat like the growth of the common law. (Lesson 2)

PARLIAMENTARY PROCEDURE - A term which refers to parliamentary law as it is followed in any given assembly or organization, **together with** whatever rules of order the body may have adopted. (Lesson 1)

PENDING - A question is said to be pending from the time it is stated by the Chair until it is disposed of either temporarily or permanently. (Lesson 5)

PLURALITY VOTE - The largest number of votes to be given any candidate or when three or more choices are possible; the candidate or proposition receiving the largest number of votes has a plurality. (Lesson 13)

PRECEDENCE - A question takes precedence over another when it overrides the pending motion and becomes the immediately pending motion. (Lesson 7)

PRECEDENT - The fact or right of being ahead in rank, place, or time. (Lesson 2)

PRESIDING OFFICER - The one who conducts the meeting and sees that the rules are observed (the Chair). (Lesson 4)

PRIVILEGED MOTIONS - Motions of such urgency and importance that they out rank all other motions and may be introduced at any time during the meeting to settle a question of immediate importance. (Lesson 7)

PUTTING THE QUESTION - Putting the motion to a vote. (Lesson 5)

QUESTION - A motion that has been stated by the Chair and is, therefore, business that has become the property of the assembly. (Lesson 5)

QUORUM - The minimum number of members who must be present at the meetings of a deliberative assembly for business to be legally transacted. (Lesson 4)

RECOGNIZED - The Chair announces the name or title of the person who wishes to obtain the floor. (Lesson 5)

REFER TO COMMITTEE - The motion to refer to a committee is generally used to send a pending question to a relatively small group of selected persons-a committee-so that the question may be carefully investigated and put into better condition for the assembly to consider. (Lesson 10)

ROBERT'S RULES OF ORDER (NEWLY REVISED) - The most frequently adopted standard of authority formally used by organizations. Such rules relate to the orderly transaction of business in meetings and to the duties of officers in that connection. (Lesson 1)

SECOND - A second member agrees that the motion should come before the assembly. (Lesson 5)

STATING THE QUESTION - The formal placement by the Chair before an assembly of a motion that is in order and has been seconded. (Lesson 5)

SUBSIDIARY MOTIONS - Motions used for the purpose of altering, changing, modifying, delaying, considering, and disposing of main motions. (Lesson 7)

SUSTAIN - Uphold a ruling. (Lesson 11)

TAKE FROM THE TABLE - A motion which automatically causes a main motion to become pending. (Lesson 6)

TWO-THIRDS VOTE - The expressed approval of at least two-thirds of those present and voting. (Lesson 5)

UNCLASSIFIED MOTIONS - Motions of lower rank than incidental or privileged motions and that cannot be classified. (Lesson 7)

VOTING - The means by which motions are accepted or rejected by an assembly. (Lesson 5)

YIELDS - A question gives way to a motion of higher rank, or a member resumes his seat. (Lesson 5)

BIBLIOGRAPHY

Robert's Rules of Order (Newly Revised). General Henry M. Robert. A new and enlarged edition by Sarah Corlin Robert. Glenview, Ill.: Scott, Foresman and Company, 1981.

Transparencies

Parliamentary Procedure

Defined:

Parliamentary law as it is followed in any given assembly or organization, together with whatever rules of order the body may have adopted.

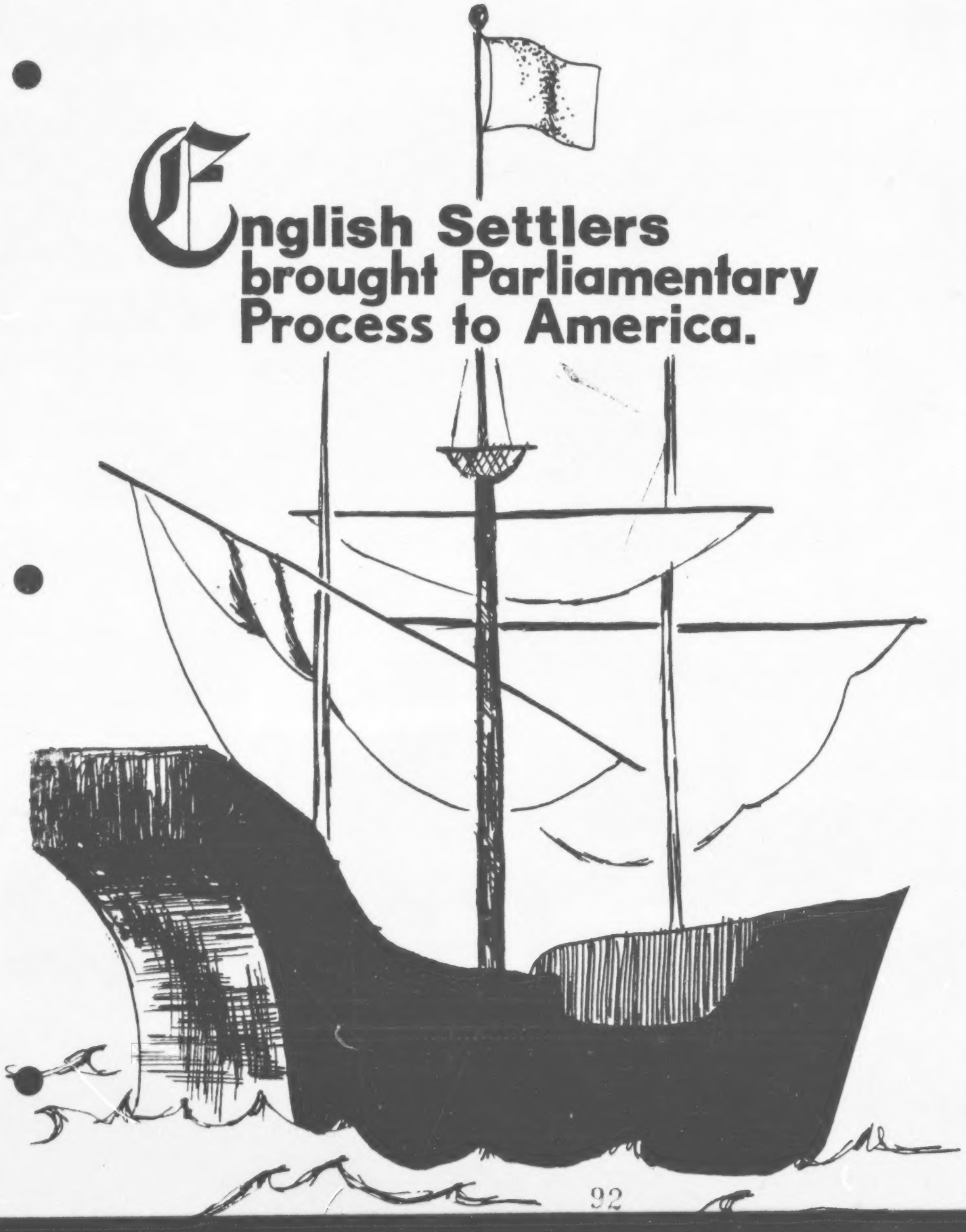
Parliamentary Procedure

Must be:

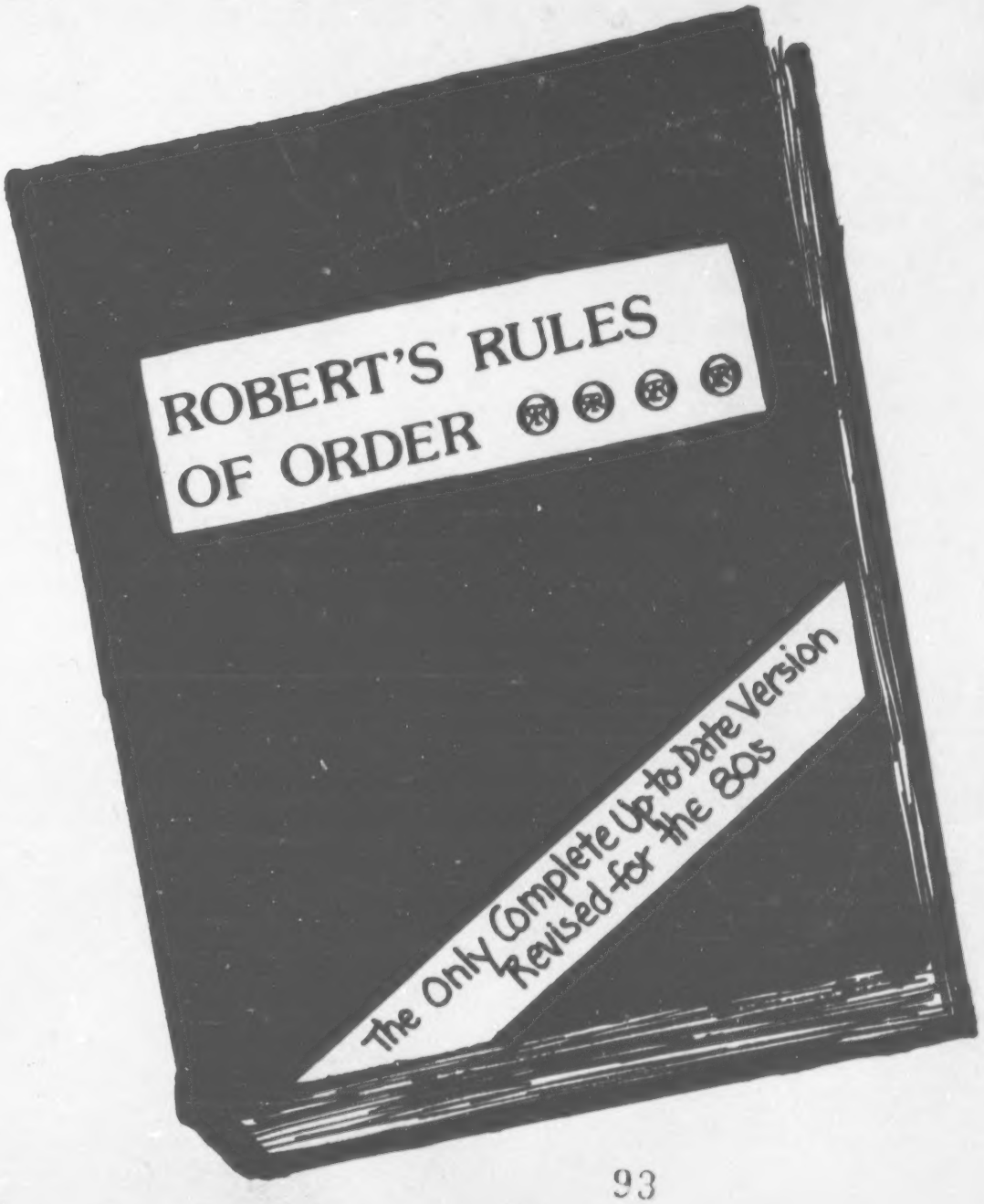
1. Purposeful in nature
2. Democratic in action
3. Active in working together
4. Observed in meetings

Rules and Customs originated in the English Parliament.

English Settlers brought Parliamentary Process to America.



Basic Authority on Parliamentary Procedure



Basic Principles of Parliamentary Procedure

1. Courtesy and justice should be extended to all.
2. Wishes of the majority must be followed.
3. Rights of the minority must be protected.
4. Rights of individual members must be established.
5. Rights of absentees should be protected.
6. Only one motion at a time may be entertained.

The Ideal Presiding Officer:

1. Manifests poise
2. Possesses a strong, clear voice
3. Is reasonably deliberate
4. Manifests mastery of the rules of parliamentary procedure
5. Possesses good judgment
6. Is fair
7. Is tactful

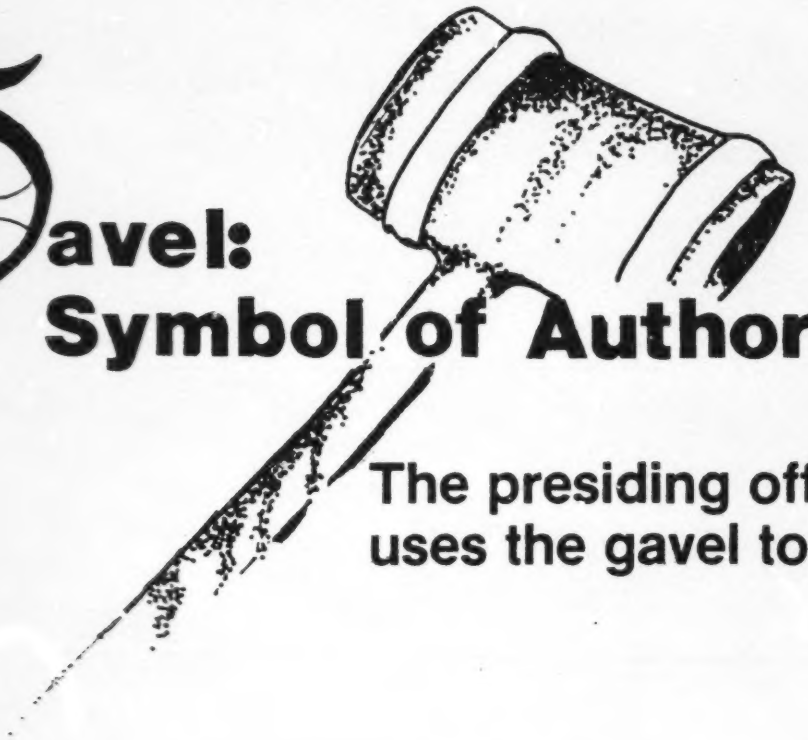
Duties of the Presiding Officer

1. To hold open meetings at appointed times
2. To announce, in sequence, the business that comes before the assembly
3. To recognize members entitled to the floor
4. To put to a vote all questions and announce all results
5. To refuse to recognize frivolous motions
6. To enforce rules of debate and decorum
7. To expedite business
8. To decide all questions of order
9. To respond to valid inquiries of members
10. To authenticate all acts, orders, or proceedings of the assembly
11. To declare the meeting adjourned

While Occupying the Chair, the Presiding Officer May NOT:

1. Make a motion
2. Second a motion
3. Discuss a motion
4. Nominate candidates

Gavel: Symbol of Authority



The presiding officer uses the gavel to:

1. Call the meeting to order.
2. Indicate completion of a vote.
3. Signal adjournment.
4. Preserve order.
5. Relinquish the Chair to another officer.

Terms

Deliberative Assembly — the basic term for a body of persons meeting to discuss and determine upon a common action.

Majority Vote — direct approval by one more than half of the members present and voting on a particular matter, in a regular or properly called meeting at which the necessary minimum number of members is present.

Quorum — the minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted.

Two-Thirds Vote — the expressed approval of at least two thirds of those present and voting.

Motion — a formal proposal by a member, in a meeting, that the assembly take certain action.

Debate — any form of discussion of the merits of a motion.

To Obtain the Floor and Present a Motion, a Member:

1. Rises and addresses the presiding officer. ("Mr./Madam Chairman.")
2. Awaits recognition by the Chair. ("The Chair recognizes Tom Smith," or "The Chair recognizes the speaker.")
3. Presents the motion to the Assembly. ("Mr./Madam Chairman, I move that. . . .")
4. Waits for a second by another member. (Another member says, "I second the motion.")
5. Following the above process, the Chair restates the member's motion. (The Chair must say, "It is moved and seconded that we. . . .")

Basic Rules of Debate

1. A member making a motion is allowed to speak first, if so desired.
2. All comments must be directed to the Chair.
3. Comments should be courteous.
4. The speaker should avoid being influenced by personalities.
5. Comments are permitted only with reference to the pending motion.
6. The speaker should keep to the time limit set for speaking (usually ten minutes).
7. A member may speak only twice on the same question on the same day (he cannot make a second speech so long as any member who has not spoken on that question desires the floor).

Order of Business (Agenda)

Call to Order

Opening Ceremonies (optional)

Reading and Approval of Minutes (major)

Reports of:

A. Officers*

B. Boards — (all major)

C. Standing Committees

Reports of Special Committees (major)

Special Orders (major)

Unfinished Business (major)

New Business (major)

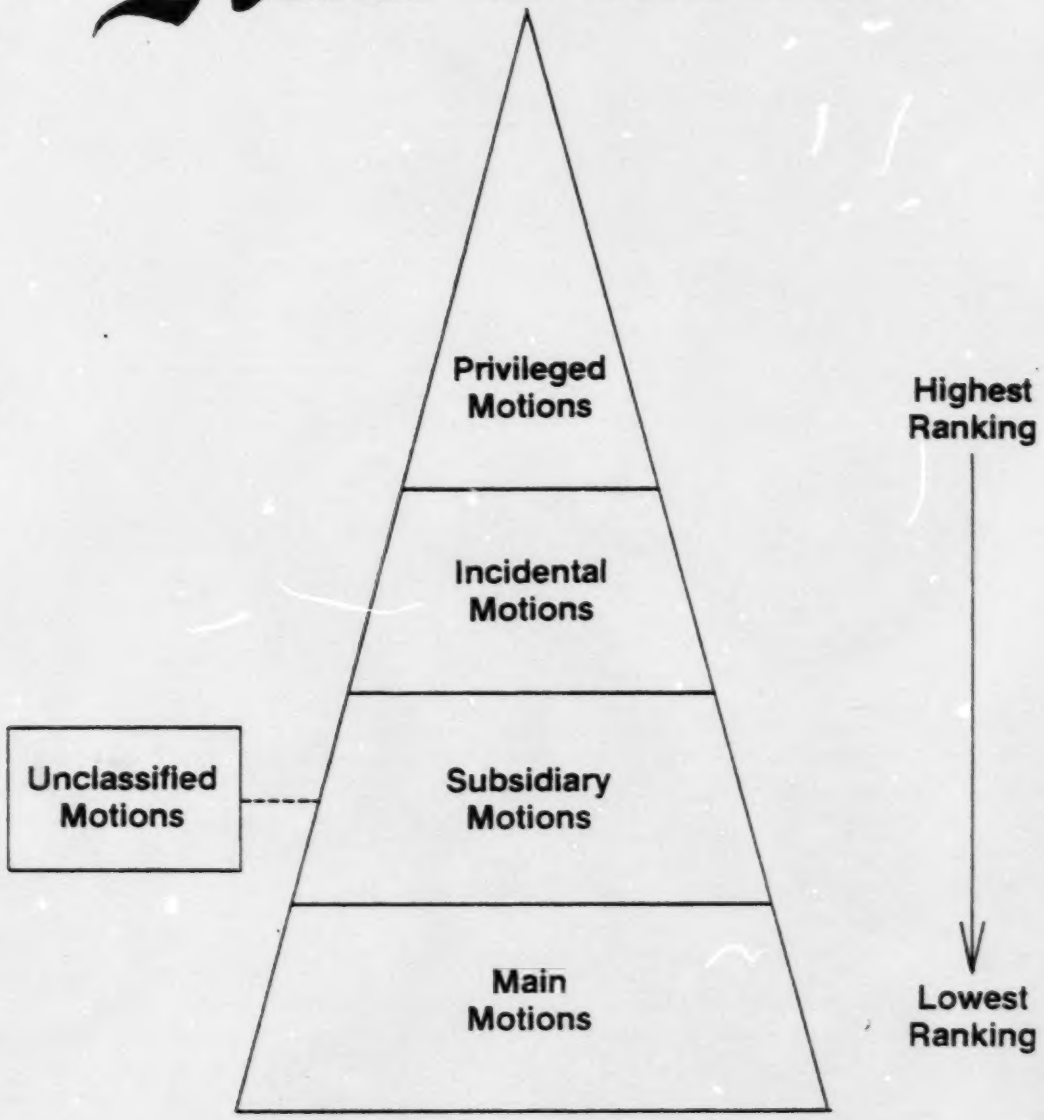
Adjournment

*Treasurer's report is appropriate here.

Classification of Motions

1. Main Motion — The object of a main motion is to bring before the assembly questions for consideration and for action.
2. Subsidiary Motion — Subsidiary motions modify the effect or disposition of the main motion.
3. Incidental Motion — Incidental motions have very little in common and arise incidentally out of the business before the assembly.
4. Privileged Motion — Privileged motions are motions that are so important that they must be considered and acted upon immediately.
5. Unclassified Motion — These are motions that cannot be classified according to the other definitions. Generally, they are of lower rank than incidental or privileged motions.

Rank of Motions



Main Motion

CHAIR:	**"What is the pleasure of the group?"**
MEMBER:	**Rise, address the Chair, and say, "Mr./Madam Chairman."**
CHAIR:	**"The Chair recognizes . . . ."**
MEMBER:	**"Mr./Madam Chairman, I move that we supply wood to the senior citizens in our town."**
CHAIR:	**"Is there a second to the motion?"**
MEMBER:	**(Need not rise) "I second the motion."**
CHAIR:	**(Puts the motion to the assembly) "We have a motion and a second that 'We supply wood to the senior citizens in our town.' Is there any discussion (debate)?"**

Putting the Question

CHAIR: Recognize members—one at a time and only one at a time.

CHAIR: "Hearing no further discussion, we shall vote. All those who support the motion that . . . say aye; all those who oppose this motion, say no." Announce the vote to the assembly and rap the gavel once.

Motion to Amend

MEMBER: Rising and addressing the Chair, "Mr./Madam Chairman."

CHAIR: "The Chair recognizes . . . ."

MEMBER: "Mr./Madam Chairman, I move to amend the motion by striking the word 'supply' and inserting in its place the words 'cut and split' and to strike the word 'to' and insert the word 'for.'" (Another member may second the motion by saying "second.")

CHAIR: "It is moved and seconded to amend the motion by striking the word 'supply' and inserting 'cut and split' and striking 'to' and inserting 'for.' If the amendment carries, the motion will read that we 'cut and split' wood 'for' the senior citizens in our town. Is there any discussion (must be Germane) on the amendment?"

Putting the Question

Amendment and Motion as Amended

CHAIR: Recognize members—one at a time and only one at a time.

CHAIR: When discussion has ended or seems to have ended say, "Hearing no further discussion, we shall vote. All those who favor the motion to amend (you may repeat the motion to amend), say aye; all those who are opposed, say no." Announce the results to the assembly and rap the gavel once.

CHAIR: "Is there discussion on the motion/motion as amended?"

CHAIR: Recognize members—one at a time and only one at a time.

CHAIR: When discussion has ended or seems to have ended say, "Hearing no further discussion we shall vote . . . ."

Motion to Refer

MEMBER: During discussion of the main motion, rise and say, "Mr./Madam Chairman."

CHAIR: "The Chair recognizes . . . ."

MEMBER: "Mr./Madam Chairman, I move that the pending question be referred to a special committee to further study the availability of wood, the number of needy senior citizens, and the methods needed to accomplish the question. The committee is to be appointed by the Chair and should consist of six members. This committee shall report at our regular October meeting." (Second)

CHAIR: "It has been moved and seconded that we refer the pending question to a special committee to further study the availability of wood, the number of needy senior citizens, and the methods needed to accomplish the question. The committee is to be appointed by the Chair and will consist of six members. The committee shall report at our regular October meeting. Is there any discussion?"

CHAIR: Conduct debate and/or put the motion to a vote.

The Appeal

The Chair Makes a Mistake in Procedure

CHAIR:	"What is the pleasure of the group?"
MEMBER:	Rising, address the Chair, and say, "Mr./Madam Chairman."
CHAIR:	"The Chair recognizes . . . ."
MEMBER:	"Mr./Madam Chairman, I move that we supply wood to the senior citizens in our town."
CHAIR:	"Is there a second to the motion?"
MEMBER:	(Need not rise) "I second the motion."
CHAIR:	(Puts the motion to the assembly and deliberately makes a mistake in a ruling.) "We have a motion and a second that 'We supply wood to the senior citizens in our town.' Since this motion is not amendable or debatable, it will come to vote at once."

The Appeal

Correction of the Mistake by Appeal

MEMBER: (Rising and without recognition of the Chair) "Mr./Madam Chairman, I direct an appeal from the decision of the Chair."

CHAIR: "State your appeal."

MEMBER: "In your proceedings, you stated that the motion that we supply wood for the senior citizens in our town is not debatable and amendable. This is only a main motion and is both debatable and amendable."

CHAIR: "Is there a second to the appeal?"

MEMBER: (Need not rise) "I second the appeal."

CHAIR: "Is there any discussion on the appeal?" After discussion has ended, the Chair may give his/her reasons for making the ruling.

CHAIR: "An appeal from the decision of the Chair has been called for. Shall the decision of the Chair stand as judgment of the group? All who support the Chair will please rise. (Count the number standing.) Please be seated. All who oppose the Chair will please rise. (Count the number standing.) The Chair is not sustained by a_____to_____vote. Since the motion is debatable and amendable, do I hear any discussion?"

CHAIR: Recognize members—one at a time.

CHAIR: "Hearing no further discussion, we shall vote. All those who support the motion that . . . say aye. All opposed, say no. The motion that we supply wood to the senior citizens of our town is (is not) carried."

The Motion to Adjourn

Unqualified Form

CHAIR:	"What is the pleasure of the group?"
MEMBER:	"Mr./Madam Chairman."
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"Mr./Madam Chairman, I move that we buy a camera."
CHAIR:	"Is there a second?"
MEMBER:	(No need to rise) "I second the motion."
CHAIR:	"A motion has been moved and properly seconded that we buy a camera. Is there any discussion?"
MEMBER:	"Mr./Madam Chairman."
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"I move that we adjourn."
CHAIR:	"Is there a second to the motion that we adjourn?"
MEMBER:	(No need to rise) "I second the motion."
CHAIR:	"A motion has been moved and properly seconded that we adjourn. This is a privileged motion and is undebatable and unamendable and will come to vote at once."
CHAIR:	"All those in favor of the motion to adjourn, please say aye. All opposed, please say no. The motion to adjourn is (is not) carried." (If the motion is not carried, then the Chair will return to the motion to purchase a camera which is still on the floor. The motion to purchase a camera will be considered in the unfinished business at the next meeting.)
CHAIR:	"The meeting stands adjourned." (If the motion carried.)

The Motion to Adjourn

Qualified Form

CHAIR:	"What is the pleasure of the group?"
MEMBER:	"Mr./Madam Chairman." (Rises to address the Chair)
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"Mr./Madam Chairman, I move that we adjourn."
CHAIR:	"Is there a second to the motion to adjourn?"
MEMBER:	(No need to rise) "I second the motion."
CHAIR:	"A motion has been moved and properly seconded that we adjourn this meeting. Is there any discussion?"
CHAIR:	(Recognizes members one at a time.)
CHAIR:	"Hearing no further discussion, we shall vote. All those in favor of adjourning this meeting, please say aye. All opposed, say no. The motion is (is not) carried."
CHAIR:	"The meeting stands adjourned." (If carried)

Conducting a Simple Election

CHAIR:	"The floor is now open for nominations for the office of_____."
MEMBER:	"Mr./Madam Chairman."
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"I nominate_____."
CHAIR:	"Mr./Ms._____is hereby nominated for the office of_____."
MEMBER:	"Mr./Madam Chairman."
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"I nominate_____."
CHAIR:	"Mr./Ms._____is hereby nominated for the office of_____."
MEMBER:	"Mr./Madam Chairman."
CHAIR:	"The Chair recognizes Mr./Ms._____."
MEMBER:	"I nominate_____."
CHAIR:	"Mr./Ms._____is hereby nominated for the office of_____."
CHAIR:	"Are there any further nominations?" (The Chair waits a reasonable time for response.)
CHAIR:	"Hearing none, I declare nominations closed for the office of_____."
CHAIR:	"We shall vote by secret ballot. Please indicate your choice for the office on the ballot." (Ballots are collected and counted by a committee specified by the group.)
CHAIR:	"Mr./Ms._____received a majority vote and is hereby elected." (If neither of the candidates received a majority vote, then the group must vote again. The group can, through the use of an incidental motion, modify the election procedure so that one candidate can receive a majority vote for election.)